



POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.

English Co-ordinator

Position Level	Act Co-ordinator (0.5) – (1.0)
Salary Range	\$ 116,263 to \$ 122,856
Reports To	Principal
Location	St Mary MacKillop College - Canberra ACT
Employment Type	Full-Time
Employment Status	Fixed-Term
Employment Term	20 Jul 2020
Hours Per Fortnight	76

Who Are We?

Catholic Education, Canberra & Goulburn (CE) plays an integral role in education both in the ACT and NSW, covering 88,000 square kilometres covering the whole of the ACT and extending from Pambula on the south coast, to Crookwell in the North, through to the western point of Lake Cargelligo. Operating 56 Schools and 8 Early Learning Centres, CE is key to the education of over 21,000 students within the Diocese and employing over 2,100 professionals. At CE, our people are the engine that drives our system.

Our Vision

Jesus Christ, our greatest teacher, calls us to share and witness to our Catholic Faith and Tradition, build inclusive communities and deliver contemporary quality learning opportunities for every person.

Position Purpose	<p>We have an exciting opportunity for an English Co-ordinator to join our vibrant and comprehensive team at St Mary MacKillop College.</p> <p>Please note that this position is for an initial two-year period with an opportunity for further extensions. Two further extensions (each of four years) will be offered based on performance outcomes. The position will be underpinned by a permanent (ongoing) teaching position within Catholic Education.</p>
Position Duties	<p>The Curriculum Coordinators at St Mary MacKillop College are accountable in the first instance to the Assistant Principal Curriculum. The Curriculum Coordinators complement and support the Principal and College Executive in the leadership and management of the College.</p> <p>Curriculum Coordinators have particular responsibility of ensuring that Catholic principles and practices permeate and flourish within all areas of the curriculum.</p>

Curriculum Coordinators are responsible for staff assigned to their area of responsibility. They have a duty to ensure that high professional standards are maintained.

As such the Curriculum Coordinator both leads the team and is a member of that team.

The Curriculum Coordinator offers leadership, which is about modeling excellence in teaching and learning and the development of innovative and challenging curriculum. Such Curriculum will offer academic rigour while at the same time be appropriate to the students within a particular curriculum area. The position of the Curriculum Coordinator necessitates that the incumbent be exemplary in leading, supporting and promoting an atmosphere where Catholic principles and practices flourish.

The Curriculum Coordinators work with their teams in a collegial manner ensuring respect for their colleagues, students and parents. Actions of Curriculum Coordinators ought to harness support and enthusiasm for the implementation of College policies and procedures.

The style of decision-making and management within the College is collaborative, with the final responsibility for the overall management of the College resting with the Principal.

The Curriculum Coordinators work with the Assistant Principal Curriculum and Executive in a collegial manner and are directly accountable to the Assistant Principal Curriculum.

Responsibilities for the Curriculum Coordinators are to encourage and support across campus curriculum and include leadership in the following areas:

Inspiring Faith: Religious Leadership

- Stewardship and articulation of our Vision as a Catholic School and as St Mary MacKillop College.
- Facilitation of prayer and liturgy.
- Giving daily witness to the life lived by Gospel values.

Sharing Vision: Personnel Leadership and Student Management

- Modeling quality Catholic School leadership in the area of teaching/ learning and curriculum.
- Ensuring that a climate of mutual respect permeates all campus and across campus relationships.
- Ensuring that, in the spirit of Mary MacKillop, an attitude of social justice principles is evident in our policy and curriculum documents.

- Ensure that staff within the teaching and learning area promote the Church's teaching in the course of their work.
- Implement with staff, practices and strategies for student management, which ensure effective delivery of the curriculum on behalf of the students.
- Recognise the importance of life-long learning and demonstrate a commitment to ongoing professional development for the Curriculum Coordinators and staff.
- Be a mentor for staff development and appraisal.
- Work in close association with the Assistant Principal, Curriculum and Principal
- Maintain a strategic perspective in regard to future directions that the College may take
- Ensure the smooth running of the Faculty

Enriching Learning: Curriculum Leadership

- Develop, implement, monitor and evaluate curriculum.
- Demonstrate curriculum leadership within the College by developing effective programs of study and ensuring that these are based on principles of inclusivity and equity.
- Track students through Courses paying particular attention to the transition from Year 9 to 10.
- Develop within staff, an understanding of the main styles of learning.
- Ensure that teachers and students are familiar and practiced in the use of technology integrated in all curriculum areas.
- Work closely with other faculties running courses that are vocational in nature, or which have a vocational component.

Building Community: Relational Leadership

- Complement and support the Principal and College Executive in their leadership and management of the College.
- Communicate with parents as required, taking every opportunity to strengthen and enhance the relationship between students, parents and the staff on behalf of the College community.
- Promote the faculty in a variety of ways, working closely with the staff and College community.
- Establish and develop networks, which will be of assistance to the College and other Catholic Education Office schools.
- Liaise appropriately with the variety of agencies internal and external to the College.

Managing Resources: Administrative Leadership

- Meet all administration requirements applicable to the particular area of responsibility such as, reporting and assessment procedures, excursion requirements, course registers, evaluations and outlines

	<ul style="list-style-type: none"> • Prepare and monitor budgets in accordance with College policies. • Ensure that facilities and equipment provided by the College are well used, maintained and accounted for. • Ensure correct ordering maintenance and care of equipment • Maintain a contemporary collection of resources. <p>All other tasks and responsibilities as requested by the Principal</p>
Skills, Attributes and Experience	<p>Applicants are required to write a reflection on each of the following selection criteria outlining examples of their experience and leadership capability in each.</p> <p>The English Coordinator will:</p> <ol style="list-style-type: none"> 1. Promote stewardship of our Vision for a Catholic School in the Josephite tradition. 2. Be an outstanding teacher of experience and initiative who can work effectively with the curriculum team, colleagues, students and families. 3. Demonstrate a deep knowledge of contemporary issues and practices surrounding English Education from Years 7-12. 4. As a member of the Curriculum Leadership Team contribute to the development of pedagogy and assessment practices across the curriculum. 5. As a leader of experience and initiative work effectively with the Principal, Executive and Middle management teams to develop a vision for English Education. 6. Support the Principal and Executive to build community with staff, students and their families. 7. Communicate effectively with colleagues, students, parents and community agencies. 8. Support the AP Curriculum and Campus Heads in leading English Education. 9. Support the Principal and Executive in all other initiatives as required.
Qualifications	<ul style="list-style-type: none"> • Must hold a relevant Working with Children registration and Teaching Accreditation • Must have commenced or completed relevant degree

Application Requirements

All applications must be submitted online via the online recruitment system. You can apply using the 'Apply Now' button found in the job advertisement. Your application must include a resume and cover letter (separate documents) outlining your suitability for the position based on the requirements set out in the position description. E.g. why would you be the best person for the position?

Working with Children

In the course of your employment, you will have direct contact with children, and it is, therefore, child-related work in accordance with:

- a) in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or
- b) in NSW, Child Protection (Working with Children Check) (WWCC) Act 2012.

Employment with CE is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different working with children registrations.

Religious Education

All CE staff are required to attend religious accreditation designed to acquaint you with the vision and mission of Catholic Education. For more information regarding religious education - [Click here](#)

Employment Information Collection Notice CE's Privacy Policy - [Click here](#)

Application Enquires: CE Recruitment Team

Phone: 02 5133 5563 | Email: recruitment@cg.catholic.edu.au

Teaching Registration and Accreditation

Commencement is conditional upon applicants having valid teaching registrations and/or accreditations appropriate to the state and/or territory in which they will work.

NSW and ACT require different registrations and accreditations. If you are required to perform work or access information that is deemed to be working with children in both the ACT and NSW, you will be required to have valid registrations for both regions.

- ACT – Teaching Quality Institute (TQI).
- NSW – NSW Education Standards Authority (NESA).