



POSITION DESCRIPTION

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

Acting English Co-ordinator

Position Level	ACT Co-ordinator
Salary Range (Full-time)	\$126,542
Reports To	Principal
Location	St Monica's Primary, Evatt ACT
Employment Type	Full-time
Employment Status	Temporary
Employment Term	25 January – 18 December 2021
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	We are seeking an Acting English Coordinator with a passion for English for the 2021 school year. This is an excellent and rewarding opportunity for an experienced and energetic educator. To be successful in this leadership role, you will have well-developed self-awareness and the personal capabilities of reflection on your own performance, with an aim to continue to grow and develop as a practitioner, at the same time as leading others to do the same.
Position Duties	Leading Teaching and Learning <i>A Coordinator in a Catholic school will have shared responsibility for developing a positive culture of challenge and support. This will enable effective teaching that promotes enthusiastic, independent learners, committed to lifelong learning. Catholic Leaders' actions are transformative in the lives of those they lead.</i> <ul style="list-style-type: none">Lead the teaching and learning of English and Literacy in the school and scaffold teachers in high quality teaching and learning of Literacy through example and active engagement in professional conversations and support processes.

- Work as a member of the Leadership Team to facilitate growth through the use of assessment data, ongoing student engagement and performance, and the development of school policies.

Developing Self and Others

A Coordinator in a Catholic school will commit to building capacity; by supporting all staff through managing performance; by providing access to effective continuing professional growth opportunities and by giving regular high quality feedback.

- Know and support all staff in developing their teaching capacity, especially in the area of English and Literacy.
- Support a positive culture of challenge by identifying self as a learner, keeping abreast of best practice, and applying the necessary skills to implement and enact change both individually and collaboratively.

Leading Improvement, Innovation and Change

A Coordinator in a Catholic school will help manage and lead innovation and change to ensure the school's vision and strategic plan are put into action and that goals and intentions are realised. Catholic Leaders draw upon the support of others and develop a sense of agency in the improvements they are driving.

- Work as a member of the Leadership Team to enact strategic goals and support the implementation of school policies, especially in English and Literacy.
- Actively seek ways to improve outcomes for all students.

Leading the Management of the School

A Coordinator in a Catholic school will use a range of management methods and technologies to ensure that the school staff and resources are organised efficiently and are managed. This includes the delegation of tasks and accountabilities in ways that promote the leadership of others.

- Ensure that program feedback is used to improve school programs, especially in English and Literacy.
- Support the leadership team in the effective development and implementation of the St Monica's Way across the school for the students and staff.

Engaging and Working with the Community

A Coordinator in a Catholic school will help develop and maintain positive partnerships with students, families and carers, the local church and the wider school community.

- Work as a member of the Leadership Team to support positive lines of communication with staff and parents to support a community growing in excellence.

	<ul style="list-style-type: none"> • Be present to the needs of the community, seeking to promote the success of the school.
Skills, Attributes and Experience	<p>In order to be a vibrant member and leader within the St Monica's Primary School Staff, the successful applicant will need to be a person who demonstrates:</p> <ol style="list-style-type: none"> 1. An understanding and commitment to the Church's mission in Catholic Education and the capacity to contribute to the spiritual and community life of the school. 2. Highly effective communication and interpersonal skills so as to engage positively with colleagues, students and parents. 3. The capacity to be a proactive member of a professional learning community complying with the legal, administrative and professional requirements. 4. Classroom practices and organisational skills that create supportive and safe environments for all students, including meeting a variety of learning needs. 5. A thorough knowledge of the Australian Curriculum with the ability to organise, select and design content for effective teaching and learning within the classroom and across the school. 6. Successful planning and implementation of programs including the use of Literacy & Numeracy Blocks, Conceptual inquiry and learning pedagogy including SoundsWrite and the integration of technology. 7. A comprehensive understanding of assessment and reporting strategies and the need to provide effective and timely feedback to parents and students.
Qualifications	<ul style="list-style-type: none"> • Must hold a relevant Working with Vulnerable Children Registration and Teacher Quality Institute Accreditation. • Completed relevant qualifications including Bachelor of Education

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 6234 5427 | 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)