

POSITION DESCRIPTION

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

Coordinator

Position Level	NSW RE Co-ord & Co-ordinator 2
Salary Range (Full-Time)	\$63,712 to \$112,163 (based on skills and experience) + \$16,382 (NSW RE Co-ord & Co-ordinator 2 Allowance)
Reports To	Principal
Location	St Gregory's Primary School, Queanbeyan NSW
Employment Type	Full-Time
Employment Status	Fixed-Term
Employment Term	Initial two-year period with an opportunity for a further two extensions (each of 4 years)
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 forward.

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	The Coordinator at St Gregory's Primary is required to teach their own class and undertake the normal duties of a teacher including scheduled teaching, preparation, assessment and reporting, playground duties, sports duties, pastoral care, attendance at staff meetings, parent-teacher meetings and the usual co-curricular activities of the school.
Position Duties	Relational Realm <ul style="list-style-type: none"> • Demonstrate proven ability to work as part of a team demonstrating well developed interpersonal and communication skills within and beyond the school • Apply effective skills in conflict resolution and student management • Provide pastoral care of staff, students and families • Work in partnership with Parish Priest and parish community • Maintain an open, approachable and professional demeanour • Lead a small group of teachers, providing necessary support in their professional effectiveness

	<ul style="list-style-type: none"> • Attend parent/community/staff functions • Communicate clearly and openly through a variety of channels • Promote staff social and wellbeing activities and events <p>Professional Realm</p> <ul style="list-style-type: none"> • Demonstrate a sound knowledge and understanding of the Australian Curriculum, curriculum design, pedagogy and assessment with experience in curriculum implementation and documentation • Lead school staff in improvements in planning, pedagogy and assessment in agreed upon curriculum area/s • Articulate an understanding of the National Professional Standards, Inquiry Learning, Understanding by Design and Information Communication Technology. • Model competency and effectiveness as a teacher across a range of grade levels with a strong commitment to cooperative team work and inquiry based learning • Complies with the legal, administrative and professional requirements <p>Organisational Realm</p> <ul style="list-style-type: none"> • Demonstrate evidence of well-developed planning, organisational and resource management skills • Work with the Leadership Team on curriculum development and assist with the update of curriculum documentation and policies • Develops organisational capacity to use new technologies to meet current and future needs. • Shapes and implements change processes. • Models and encourages a strong achievement orientation in others. • Assist in booking relief staff and using appropriate coding process • Assist with review of teaching programs <p>Strategic Realm</p> <ul style="list-style-type: none"> • Is a strategic and innovative thinker • Utilises knowledge from a variety of sources to make informed decisions • Contribute to Strategic and Annual Improvement Plans and take responsibility for implementing strategies within their role. • Support and assist with curriculum evaluation and development
Skills, Attributes and Experience	<p>Knowledge & Understandings</p> <ul style="list-style-type: none"> • An understanding of and commitment to the Church's mission in Catholic education and the capacity to contribute to the spiritual and community life of the school • A sound knowledge of the Australian Curriculum with the ability to organise, select and design content for effective teaching and learning • Relevant qualifications and professional experience • Current WWVP clearance <p>Professional Abilities</p> <ul style="list-style-type: none"> • Classroom management and organisational skills that create supportive and safe environments including managing challenging student behaviours and meeting a variety of learning needs

	<ul style="list-style-type: none"> • Successful planning and implementation of teaching programs • A comprehensive understanding of assessment and reporting strategies and the need to provide effective and timely feedback to parents and students <p>Personal Qualities</p> <ul style="list-style-type: none"> • The capacity to be a proactive member of a professional learning community complying with legal, administrative and professional requirements • Highly effective communication and interpersonal skills so as to engage positively with colleagues, students and parents • Is committed to continual improvement by taking responsibility for personal and professional accountability
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](#)

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).

Application Enquires: CE Recruitment Team

Phone: 02 6234 5427 | Email: recruitment@cg.catholic.edu.au