



POSITION DESCRIPTION

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

Learning Commons Co-ordinator & Teacher

Position Level	ACT Co-Ordinator (0.5) – (1.0) Teacher (Schools) (Averaged – 40 weeks per year)
Salary Range (Full-time)	Co-ordinator - \$ 116,263 to \$ 122,856 Teacher - \$67,328 to \$112,835 (based on skills and experience)
Reports To	Principal
Location	St Mary MacKillop College - Canberra ACT
Employment Type	Full-Time
Employment Status	Temporary
Employment Term	Negotiable start – 17 December 2021
Hours Per Fortnight	This is a full time position with a teaching load, ideally working in the Learning Commons. It consists of a 0.4 FTE in a job share arrangement as Learning Commons Coordinator - 2 days per week

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 have an exciting opportunity for a Teaching and Learning Coordinator to join our expert learning team at St Mary MacKillop College. This is a vital role in the College centred around the improvement of teaching and learning across the College, using evidence-based approaches.
Position Duties	<p>The Learning Commons Coordinator will plan, implement and manage and maintain the staff and resources of the Learning Commons. The responsibilities of the Learning Commons Coordinator include leadership in the following areas:</p> <p>Sharing Vision: Religious Leadership</p> <ul style="list-style-type: none"> 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 Visions: Personnel Leadership and Student Management

- Modeling quality Catholic School leadership in the area of teaching/ learning and curriculum.
- Ensuring that, in the spirit of Mary MacKillop, an attitude of social justice principles is evident in our policy and curriculum documents.
- Develop a strategic plan for the establishment of a Learning Commons space on each Campus that provides opportunities for learning in an environment that is safe, open and supportive.
- Source and provide professional learning opportunities for staff in consultation with the AP Curriculum that focus on pedagogy, inquiry, and creative, critical thinking information.
- Required to liaise with the Assistant Principal of Curriculum and the Teaching and Learning coordinator for all matter relating to the strategic direction of the Library services and ICT in the College
- Demonstrate a commitment to ongoing professional development for the Curriculum Coordinators and staff.
- Ensure the smooth running of the Learning Commons by oversight of the Teacher–Librarians on each Campus.

Enriching Learning: Curriculum Leadership

- Develop, implement, monitor and evaluate cross-curriculum programs.
- Develop across the College an understanding of the Learning Commons model and 21st Century pedagogies.
- 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.
- Plan for and implement practices that develop a reading culture in the school from Years 7 – 12
- Strategically plan for and implement a Learning Commons culture.
- Remain current with innovations, with educational technology and develop a strategic plan for the implementation of Library services and ICT to support teaching and learning at the College.
- Source and provide digital resources for staff in consultation with the AP Curriculum that focus on pedagogy, inquiry, and creative, critical thinking information.
- Collaborate with Executive, the Curriculum Leadership Team and Learning Commons staff to promote: literacy and reading, media and information literacy, inquiry-based learning, technology integration, and digital citizenship and ethical behaviours.

	<p>Building Community: Relational Leadership</p> <ul style="list-style-type: none"> • 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 Learning Commons 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 schools. • Liaise appropriately with the variety of agencies internal and external to the College. • Create Professional Learning communities, both internal and external to the College, which service Administrative Staff, Teaching Staff and Students. • Lead Teacher-Librarians in the development and implementation of the Learning Commons physical and digital space and resources. <p>Managing Resources: Administrative Leadership</p> <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. • Ensure the library policies and procedures are aligned with the Australian School Library Association and SCIS standards for cataloguing and data entry national standards of information retrieval. • With the College Executive ensure that policies, plans and priorities in respect to Library services create an innovative physical and digital learning space where reading, inquiry, research, thinking, imagination and creativity become central to students' intellectual growth as well as their personal, social and cultural development. • Evaluate the impact of policies, plans and priorities with respect to the Learning Commons on student outcomes using empirical research methodology. • Lead the College ICT Committee in the development and implementation of the ICT Strategic Plan. • Lead the ICT Integration Team in the development and implementation of ICT projects within each faculty area.
<p>Skills, Attributes and Experience</p>	<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 Inclusive Education 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. Develop a community space in each Campus Library that supports teaching and learning across the curriculum and develops a Learning Commons culture. 4. Promote a reading culture that is deeply embedded across the school. 5. Demonstrate a deep knowledge of contemporary issues and practices surrounding ICT pedagogy, Learning Commons and information and digital literacy from Years 7-12. 6. As a member of the Curriculum Leadership Team contribute to the development of pedagogy and assessment practices across the curriculum. 7. As a leader of experience and initiative work effectively with the Principal, Executive and Middle Management teams to develop a vision for Learning Commons. 8. Support the Principal and Executive to build a learning community with staff, students and their families. 9. Communicate effectively with colleagues, students, parents and community agencies. 10. 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).