

JOB DESCRIPTION & EMPLOYEE SPECIFICATIONS

PAR - Learning Area Coordinator

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| Mission Statement: | With Christ at our centre we equip our students to become flourishing, knowledgeable and compassionate people who enrich the lives of others with a servant heart. |
| Culture: | The College fosters a culture that is community focussed, relational, nurturing, inclusive and gracious |
| Position Title: | Learning Area Coordinator |
| Position Additional Responsibility (PAR): | Leadership Points - 8 Time Allowance – No less than 4 hours of additional non-contact time |
| Tenure: | 3-year fixed term contract |
| PAR Allowance: | \$13,960 per annum |
| Salary: | Will be advised on the submission of Statements of Service and as outlined in the Lutheran Schools NT collective Agreement 2021 or its replacement |
| Commencement: | 2023 |
| Working Relationships: | <ul style="list-style-type: none"> • Responsible to the Principal through Heads of School • Takes direction from Head of School, Deputy Principal as well as relevant Curriculum Coordinators and Wellbeing Coordinators • Professional interaction with all students, staff, parents, volunteers, visitors and suppliers of Good Shepherd Lutheran College. |
| Committee Membership: | <ul style="list-style-type: none"> • Leading Teaching and Learning Committee |
| Special Conditions: | <ul style="list-style-type: none"> • Inherent physical requirements of adequate strength, mobility, vision and hearing to perform duties |

Role Description

Position Summary (summary of the position in relation to the College's goals)

In addition to assigned teaching responsibilities and expectations as outlined in the Teacher role description, the Learning Area Coordinator is a key leadership role in ensuring quality **academic and wellbeing outcomes** to students across the Middle and Senior years.

The Learning Area Coordinator is required to fulfil the mission of the College in **developing staff** who are caring, compassionate and motivated to serve others with their strengths. They are required to be innovative and passionate, with a strong commitment to the Christian ethos of the College and a deep understanding of the curriculum and pedagogical approaches appropriate to the year levels within the Learning Area.

The **Learning Area Coordinator** leads and manages the curriculum of and the development of teachers, in line with the College Mission statement, across years 6-12. They are responsible for the development and documentation of the teaching and learning in their subject area, in line with the MYP and the NTCET. They are responsible for the pedagogy and outcomes from their teachers and for ensuring connections with parents around the progress of students.

Extent of Authority

- Work autonomously to deliver an appropriate and relevant instructional program exercising discretion and judgement within specified guideline and standards in order to meet the requirements of the role
- Work collaboratively with other members of the College staff to ensure the successful delivery of curriculum
- Responsible for the safety, wellbeing, and academic progress of all students in their care.

Key Responsibility Areas (KRAs)

Excellence in Learning

- Maintain an understanding of the latest understanding of education theory and practise including pedagogical, emotional cognitive and social elements of learning to maintain the strategic focus on 'Flourishing Learning'
- Lead the Learning Area team to develop learning and teaching programs using comprehensive knowledge of curriculum, assessment and reporting
- Lead initiatives that utilise comprehensive content knowledge to improve the selection and sequencing of content into coherently organised learning and teaching programs
- Lead initiatives in the Learning Area to evaluate and improve knowledge of content and teaching strategies and demonstrate exemplary teaching of subjects using effective research-based learning and teaching programs
- Lead processes to evaluate the effectiveness of teaching programmes using research and workplace knowledge about how students learn.

Curriculum

- Lead colleagues to evaluate the effectiveness of learning and teaching programs differentiated for the specific learning needs of students across the full range of abilities
- Participate in the review of school policies to support the engagement and full participation of students with disability and ensure compliance with legislative and/or system policies.
- Lead and manage Learning Area team to appropriately document teaching and learning practises, including meeting differentiation and NCCD evidence and data collection requirements.
- Lead and manage effective use of the College's digital Learning Management System to maximise quality contemporary teaching and learning practises and excellent stewardship of College investment in digital resources.

Wellbeing

- Initiate strategies and lead colleagues to implement effective classroom management and promote student responsibility for learning
- Evaluate the effectiveness of student well-being policies and safe working practices using current school and/or system, curriculum and legislative requirements and assist colleagues to update their practices.

School Connectedness

- Evaluate and revise school learning and teaching programs, using expert and community knowledge and experience, to meet the needs of students with diverse linguistic, cultural religious and socio-economic backgrounds
- Develop teaching programs that support equitable and ongoing participation of Aboriginal and Torres Strait Islander students by engaging in collaborative relationships with community representatives and parent/care givers.

Ongoing Improvement & Innovation

Improvement Focus

- Lead, implement and support the implementation of research informed contemporary pedagogies to support student learning
- Lead and evaluate moderation activities that ensure consistent and comparable judgements of student learning to meet curriculum and school or system requirements
- Implement professional dialogue within the school or professional learning networks that is informed by feedback, analysis of current research and practice to improve the educational outcomes of students
- Co-ordinate student performance and program evaluation using internal and external student assessment data to improve teaching practice
- Conduct regular reviews of teaching and learning programs using multiple sources of evidence including: student assessment data, curriculum documents, teaching practices and feedback from parents/carers, students and colleagues.

Professional Learning

- Initiate collaborative relationships to expand professional learning opportunities, engage in research, and provide quality opportunities and placements for pre-service teachers
- Advocate, participate in and lead strategies to support high-quality professional learning opportunities for colleagues that focus on improved learning outcomes.

Leading Effective Organisation & Management

Identity

- Supporting the mission of the College.

Resources and Finance Management

- Model exemplary ethical behaviour and exercise informed judgements in all professional dealing with students, colleagues and the community.
- Within approved annual budget limits, manage the purchase and appropriate registration of assets of departmental resources.
- Appropriately and effectively manage the physical, digital and financial resources of the Learning Area

Leadership

- Initiate, develop and implement relevant policies and processes to support colleagues' compliance with and understanding of existing and new legislative, administrative, organisational and professional responsibilities.

Community Building

Supporting and Learning

- Identify, initiate and build on opportunities that engage parents and care givers in both the progress of their children's learning and in the educational priorities of the school.