



Position Title:	Years 5 and 6 Curriculum Coordinator
Dated:	July 2021
Reports To:	Head of Years 5 and 6 / Director of Academic Development
Prepared by:	Head of Human Resources

Position Purpose

The role of the Years 5 and 6 Curriculum Coordinator is to lead the planning and implementation of the College's key curriculum strategies in Years 5 and 6.

Reporting to the Head of Years 5 and 6 and the Director of Academic Development, this role will work with the Head of Years 5 and 6, Academic Directorate, and classroom teachers to ensure the implementation of an innovative, creative and engaging curriculum in Years 5 and 6.

Position Status

The person in this role is a permanent full-time teacher but as with all positions of responsibilities the Years 5 and 6 Curriculum Coordinator is tenured for three years.

The Year 5 and 6 Curriculum Coordinator will be a member of the Years 5 and 6 Leadership Team, which includes the Head of Years 5 and 6 and the Deputy Head of Years 5 and 6.

They will also be an active member of the Academic Directorate.

The position attracts four (4) financial responsibility points and the teaching allocation for this role is approximately 20 x 80-minute periods per fortnightly cycle.

This person will be a Mentor in either Year 5 or Year 6.

Duties and Essential Job Functions

- Provide leadership, guidance and innovation in the development and implementation of the curriculum (including assessment and reporting) across years 5 and 6.
- Utilise and share student data with appropriate staff members.
- Facilitate regular meetings of academic staff in years 5 and 6 for the purpose of planning the implementing of curriculum.
- Lead professional development sessions, as needed, to facilitate a broader understanding of interdisciplinary curricula.
- Knowledge of curriculum in year levels pre and post years 5 and 6.

- Assist in the development of Scope and Sequence and curriculum mapping documentation to reflect changes and development in years 5 and 6 curriculum.
- Continue to promote and lead the involvement with the OECD, developing student capabilities, as outlined in the OECD 2030 Learning Model, and upskilling staff.
- Support the implementation of new technologies in years 5 and 6 to the academic program.
- Ensure that NAPLAN skills and preparation are embedded in the Years 5 and 6 curricula.
- In conjunction with the Head of Years 5 and 6, oversee the annual implementation of the Year 5 NAPLAN testing.
- Attend weekly Years 5 and 6 Leadership Team meetings.
- Present at Information Evenings as determined by the Head of School.
- Guide College Tours when available and make regular contributions to the College newsletter.
- Any other duties as deemed appropriate for the role.

Skills and Attributes

- This person will have a proven track record of developing curriculum and be able to demonstrate best practice in relation to Assessment & Reporting.
- They will have experience of developing interdisciplinary units of work that provide learning experiences that inspire and motivate student agency.
- They will be able to articulate the place of knowledge, skills, attitudes and values in defining 21st Century Learning and the competencies required to succeed in all areas of their studies and future career aspirations.
- Discretion and confidentiality are essential attributes to this position
- Initiative and confidence to make contributions/suggestions
- Highly effective verbal and communication skills, using tact and diplomacy
- Critical thinking when problem solving
- Time management skills - able to work to deadlines and capable of directing others when necessary
- Ability to work under pressure and handle conflicting priorities
- Overall good interpersonal skills when working in a team environment

General Responsibilities

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all staff provide an Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

- The College:
 - is an equal opportunity employer
 - complies with the requirements of the Privacy Act
 - has a strong commitment to Health Safety and Wellbeing

- will not tolerate harassment of any kind
- College Standards - all staff are expected to actively support the following standards:
 - Communication – effective, helpful and positive
 - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students)
 - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support
 - Accountability – we do our work with honesty, integrity and enthusiasm
 - Performance – we perform to the best of our ability
 - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

Child Safe Responsibilities

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safe Programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.