



Position Title:	Years 7-9 Curriculum Coordinator
Dated:	September 2021
Reports To:	Director of Academic Development
Prepared by:	Head of Human Resources

Position Purpose

The role of the Years 7-9 Curriculum Coordinator is to lead the planning and implementation of the College's key curriculum strategies in Years 7-9.

Reporting to the Director of Academic Development, this role will work with the Academic Directorate, Heads of Learning and classroom teachers to ensure the implementation of an innovative, creative and engaging curriculum in Years 7-9.

Position Status

The person in this role is a permanent full-time teacher but as with all positions of responsibilities the Years 7-9 Curriculum Coordinator is tenured for three years.

Years 7-9 Curriculum Coordinator will be a member of the Academic Directorate.

The position attracts four (4) financial responsibility points and the teaching allocation for this role is approximately 15-18 x 80-minute periods per fortnightly cycle.

This person will be a Mentor in Years 7-9.

Duties and Essential Job Functions

- Provide leadership, guidance and innovation in the development and implementation of the curriculum (including assessment and reporting) across years 7-9
- Utilise and share student data with appropriate staff members.
- Facilitate regular meetings of academic staff in years 7-9 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 7-9.
- Assist in the development of Scope and Sequence and curriculum mapping documentation to reflect changes and development in years 7-9 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 7-9 to the academic program.

- Ensure that NAPLAN skills and preparation are embedded in the Years 7-9 curricula.
- In conjunction with the Director of Learning Operations, oversee the annual implementation of the Years 7 and 9 NAPLAN testing.
- 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.

Overview of Teaching at The College

All faculties consist of dedicated teams of professionals who promote individual growth in the academic understanding of their students. They work closely in teams to develop differentiated programs that provide support and extension where needed. A typical lesson will provide inspiration, rigour, and stimulate curiosity and critical thinking. St Leonard's College has a culture of academic excellence which is driven by its motivated staff and supported by students' involvement in other opportunities to supplement and extend their learning beyond the classroom.

The successful applicant will be passionate about teaching and learning and be able to inspire their students. They will know the current research on best pedagogical practices and be able to work in a team, share resources and ideas, and be able to communicate clearly with students and their parents. They will promote a growth mindset and focus on each student's learning pathway, having strategies to determine their entry level and assess what each student needs to do in order to display growth in the student's learning. They will be competent users of technology to support their organisational and pedagogical practices.

Teachers are expected to undertake supervisory duties which are allocated in a roster either before school, at recess, lunchtime or after school. They are also expected to be involved in cocurricular activities, which may reflect particular skills and interests or as designated by the College. Teachers also undertake pastoral care responsibility. With each of these tasks it is the practice of the College to share the responsibilities as evenly as possible amongst the teaching staff so that there is no unreasonable load on any member of staff.

All teachers are expected to attend staff meetings and other ad hoc meetings as arranged. It is also an expectation that all members of teaching staff attend the College's major functions throughout the year.

Other Functions & Responsibilities of a Teacher

The responsibilities of a St Leonard's College teacher include, but are not limited to:

- Preparing and executing well-planned, academically rich, and innovative lessons
- Developing a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs
- Employing a variety of effective teaching strategies to effectively implement the curriculum
- Ensuring that classrooms are places where technology is seamlessly, yet actively, employed to assist in effective learning
- Reporting on academic achievement to parents via the Continuous Reporting system and make appropriate levels of contact with parents as necessary
- Developing learning relationships with students that assist in developing the confidence and learning of St Leonard's College students

- Giving appropriate time to the planning of lessons and collaboration with other teachers as part of teaching teams
- Actively contributing to a culture of teaching and learning where teachers learn with, and from, each other and actively inquire into effective pedagogical practice
- Engaging in active and continuous professional learning that is relevant to their area/subject discipline as well as concerns and debates in the education sphere more generally
- Being thoroughly versed in the policies of the College and abide by the policy directives
- Supporting Pastoral staff in ensuring that the expectations of student behaviour and dress are met
- Engaging with students in a variety of activities outside the classroom, including House and cocurricular activities.

Teachers at St Leonard's College are dynamic, enthusiastic professionals who are committed to:

- the development of learning and teaching programs with clearly defined outcomes
- the maintenance of effective assessment recording and reporting strategies
- the integration of ICT into teaching and learning in the classroom
- meeting all curriculum and assessment requirements
- engaging in cocurricular and pastoral programs of the College.

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.