



## ROLE DESCRIPTION

### *Assistant Subject Coordinator*

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<b>Position Title</b>	Assistant Subject Coordinator
<b>Reports To</b>	Subject Coordinator
<b>Direct Reports</b>	Teachers in the department
<b>Position Level</b>	This is a full-time contract position with an on-going teaching position. The position is at an Assistant Coordinator level and the initial contract period is 4 years. A review is undertaken in the final year of the contract to inform contract renewal.

#### **PURPOSE OF THE ROLE**

An Assistant Subject Coordinator at Daramalan College is responsible for supporting the Subject Coordinator in the effective administration and leadership of the department. This person shares in contributing to the overall care and education of students in the department and in providing support to members of the department.

The Assistant Subject Coordinator is expected to demonstrate leadership in developing and maintaining the MSC ethos of the College and in modelling high quality teaching and administrative practices.

The Assistant Subject Coordinator is responsible, with the Subject Coordinator, for promoting and implementing school-wide initiatives in teaching and learning as well as contributing to curriculum development and the evaluation of units of work.

#### **MAIN DUTIES**

The duties of the Assistant Subject Coordinator are negotiated with the Coordinator on an annual basis. The division of duties determined by the Coordinator and Assistant Coordinator will be shared with staff in the department.

The Assistant Coordinator should undertake a range of duties that enable them to demonstrate leadership in specific areas related to the overall administration of the department and that are commensurate with the time allocation provided.

Main duties could include but are not limited to:

1. Mentoring new staff in the faculty.
2. Curriculum development and evaluation.

3. Monitoring spreadsheet updates and Daranet information submitted by staff.
4. Writing articles for the Yearbook, Daranews, etc.
5. Managing Moderation tests, competitions and major exams.
6. Overseeing the preparation of exams.
7. Preparing rosters for department activities.
8. Undertaking activities to show support for staff.
9. Dealing with student issues that arise.
10. Representing the department at meetings and school events.

### **ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE / SELECTION CRITERIA**

There is a teaching load with this role. Therefore, the person filling this role must also possess the skills, knowledge and qualifications of an effective classroom teacher.

Specific requirements for this role include:

1. Demonstrates a willingness to support and promote MSC values and spirituality.
2. Has a strong knowledge of the curriculum and relevant experience in teaching in the subject area.
3. Models excellence and innovation in teaching and learning and has the capacity to lead others to achieve high quality teaching and learning.
4. Competent administrative and technology skills.
5. Evidence of engagement in professional learning.
6. High level inter-personal skills including the ability to manage and help staff develop, to resolve conflicts and to foster a harmonious working environment.
7. An ability to assume temporarily overall leadership responsibilities in the absence of the Coordinator.
8. Must have an ACT Working with Vulnerable People Card, TQI registration and be fully vaccinated for Covid-19 by 29 November 2021

Updated October 2021