



ROLE DESCRIPTION

Subject Coordinator

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| Position Title | Subject Coordinator |
| Reports To | Assistant Principal Teaching and Learning Assistant Principal Curriculum Years 11 and 12 Assistant Principal Curriculum Years 7 to 10 |
| Direct Reports | Department staff |
| Position Level | Coordinator. The role comes with an on-going teaching position and the initial coordinators contract is for 4 years. A review is undertaken in the final year of the contract to inform contract renewal. |

PURPOSE OF THE ROLE

A Subject Coordinator at Daramalan College is responsible for the leadership and administration of a department in alignment with the Vision and Strategic Plan of the College. The Subject Coordinator leads a team of staff to contribute to the well-being and education of students at the school. In their leadership of the department, a Subject Coordinator models for others both deep knowledge of the curriculum and excellent teaching practice. The Subject Coordinator will facilitate professional learning opportunities and discussions with the teachers in the department and support their staff members to enable them to be the best they can be.

The Subject Coordinator is responsible for participating in the leadership, development and promotion of the ethos and character of this Catholic school established by the Missionaries of the Sacred Heart (MSC).

MAIN DUTIES

1. Leading, developing and maintaining the ethos and character of the College.

- Demonstrate an understanding of and value for MSC Spirituality and an ability and willingness to help lead the school in the MSC Spirit,
- Place value on the sacredness of each person and showing attentiveness to the aspirations and needs of individuals,
- Engage in on-going formation of Heart Spirituality, and
- Create positive relationships with students, staff and parents that embrace the key values of the Spirituality of the Heart.

2. Leadership of teaching and learning in the department

- Ensure all classes in the department are using effective evidence-based practices,
- Actively support school-wide focus areas and ensure these are embedded in department practices,
- Experience teaching a wide range of year groups/levels within the department,
- Monitor student outcomes in the department and make appropriate adjustments when necessary,
- Ensure that the all teachers in the department are using high quality assessment tasks, and
- Demonstrate passion for and expertise in the subject area.

3. Leadership of the curriculum

- Lead the process for re-writing and reviewing courses to ensure they are innovative, engaging and up to date,
- Ensure all teachers in the department are teaching approved courses at an appropriate standard,
- Lead teachers in the department to ensure they produce quality reports for parents,
- Contribute as a member of the Curriculum Coordinators Committee to the improvement of teaching and learning and curriculum at the College,
- Ensure appropriate moderation procedures are being followed across all year levels and courses in the department, and
- Work with the Assistant Principal Curriculum Years 11 and 12 with the ACT BSSS scaling process.

4. Support and leadership of staff within the department

- Act with Integrity and professionalism in dealing with staff, students and parents,
- Create a sense of collaboration and a positive environment in the department to assist teachers to thrive,
- Support teachers and work with students who are not engaging in learning and/or are misbehaving in department classes,
- Facilitate conflict resolution between staff and staff, staff and students and/or staff and parents, and
- Ensure all teachers in the department are performing at appropriate professional standards.

5. Administration and management of the department and issues within the department

- Complete all administrative tasks relating to the role accurately and on time,
- Communicate with staff, students and parents when required,
- Ensure all department documentation and records are up to date, and
- Ensure all teachers in the department complete their moderation portfolios on time.

6. Leadership and engagement in professional learning

- Demonstrate engagement in professional learning in the areas of pedagogy, content knowledge and leadership,
- Facilitate professional conversations with teachers in the department regarding their professional growth and their Performance and Development Plans,
- Demonstrate commitment to continuous improvement and actively lead and support school-wide directions.

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE / SELECTION CRITERIA

Specific requirements for this role include:

1. Appropriate qualifications and relevant experience for the role.
2. Commitment to support, promote and undertake on-going formation in MSC Spirituality.
3. Demonstrates deep knowledge of the curriculum and excellent teaching practice
4. Demonstrates commitment to professional learning and is up to date with current research regarding pedagogy and curriculum.
5. An ability to create a positive and collaborative work environment and the ability to lead change.
6. The ability to effectively supervise and lead staff within a department.
7. Effective conflict resolution skills and high level administrative and communication skills.
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