

LEARNING & TEACHING COORDINATOR ~ POL 3

The successful applicants will demonstrate:

- *an understanding of the ethos of a Catholic school and its mission*
- *a passion for engaging the students and giving quality feedback*
- *an ability for creating a high achieving environment*
- *an enthusiasm for using technology in the classroom*
- *a capacity to integrate the Church's teachings into all aspects of curriculum*
- *a willingness to participate in extracurricular activities and the parish community*
- *an ability to develop relationships with students, parents and colleagues*
- *accreditation to teach Religious Education in a Catholic school or willingness to seek accreditation*
- *an ability to work in a professional learning team*
- *a commitment to ongoing Professional Learning*
- *a commitment to the requirements of the Victorian Institute of Teaching Registration*
- *an understanding of the VRQA Child Safe Standards*

Generic Leadership Expectations:

- To demonstrate a commitment to the Catholic Identity of our school;
- To support the Leadership of the School with the ongoing development and promotion of the school's Catholic Identity according to our Identity Statements;
- To support the Leadership of the School in promoting the Religious Education dimension of our school;
- To have a depth of knowledge and commitment to ongoing Professional Learning;
- To consistently display sound inter-personal skills;
- To consistently model best practice;
- To support the Principal with all matters pertaining to Behaviour Education and Management;
- To be actively involved in our Parish;
- To be actively involved in the social and fundraising programs of the St. Luke's Community Group (our Parents and Friends Association).
- To support the Principal in planning for and implementation of requirements for ongoing Review and Re-Registration.

Specific Roles and Responsibilities for LEARNING & TEACHING LEADER:

- To assist the Principal in the general implementation of curriculum programs, initiatives & policies, with a particular focus on literacy and numeracy;
- To represent the school community at relevant learning and teaching meetings (e.g. VCAA, NAPLAN, Sandhurst Diocese);
- To provide ongoing support to staff with the implementation of the Victorian Curriculum F-10, with specific focus on literacy & numeracy;

- The Learning and Teaching Coordinator is a member of the School Leadership Team;
- An ability to work within team structures;
- Assume responsibility in the absence of the Principal, Deputy Principal and Catholic Identity & Religious Education Coordinator;
- Coordinate professional learning activities for staff and parents in the area of literacy and numeracy;
- Coordinate literacy and numeracy assessments, including NAPLAN, PAT, P-2 Literacy Testing;
- Manage record keeping for literacy and numeracy assessment data, including NAPLAN, ACER, P-2 Literacy Testing, SPA Platform, CurricServer;
- To meet regularly with the Principal for planning and coordination of school curriculum;
- Ensure staff have access to whole school documentation, including Assessment Schedule, Teaching and Learning Policy, Assessment and Reporting Policy, Whole School Curriculum Plan;
- Engage in process to review and update whole school documentation where needed, including Assessment Schedule, Teaching and Learning Policy, Assessment and Reporting Policy, Whole School Curriculum Plan;
- Provide school wide planning templates (e.g. yearly overviews, term overviews, units of work, weekly running sheets for teachers to use);
- Advise Principal on structure of semesterly reports, in accordance with government and diocesan guidelines;
- To model quality teaching and learning strategies;
- To coordinate whole school literacy and numeracy activities, such as Book Week, National Literacy and Numeracy Week, Life Education Van visit;
- To support the promotion of other curriculum areas and learning in general;
- Other duties and responsibilities as requested by the Principal.