



POSITION DESCRIPTION

STUDIES COORDINATOR

Context

Rosebank College, Five Dock, is a Good Samaritan, Benedictine, Catholic co-educational school committed to the successful integration of eLearning and innovative pedagogy across the Curriculum for Years 7 to 12.

Rosebank College belongs to the community of ten schools across Australia called Good Samaritan Education (GSE). Established in 2011 by the Sisters of the Good Samaritan, GSE schools offer quality Catholic education in the Good Samaritan Benedictine tradition. Rosebank is guided by the Good Samaritan Philosophy of Education and shaped by its commitment to the values of our spiritual tradition, including stewardship, mutuality, prayer, hospitality, humility, discernment, justice and peace. The College is committed to developing students who will engage with today's world as grounded, hope-filled young people who are equipped to lead wisely, to listen deeply and to treat their neighbour and their environment with justice, love and the compassion of Christ.

Rosebank College is incorporated and governed locally by a Board of Directors who are accountable through the Company Members to GSE.

Core Role Purpose & Accountability

The role of Studies Coordinator exists to provide specific curriculum leadership for teachers and students within a Key Learning Area. This involves the development and facilitation of innovative, effective, inclusive and NESA compliant programs and the effective management of the resources of the department, both human and educational. Studies Coordinators also represent their KLA within the Curriculum Leadership Team. This is led by the Dean of Learning, Assistant Deans of Learning (Senior and Middle School) and other Studies Coordinators and/or members of the Leadership Team.

Role Responsibilities

Specific responsibilities of the Studies Coordinator include:

Contributing to the Implementation of the College's Vision and Mission by

- Addressing perspectives which are consistent with the Catholic ethos of the College and the Strategic Plan
- Participating in and supporting the wider life of the College by involvement in events such as Carnivals, Community Events and Picnic Days

Providing Spiritual and Religious Leadership by

- Supporting and participating in the liturgical life of the school
- Providing a service which is consistent with the Mission, Vision and Good Samaritan ethos of the

College

- Upholding the Benedictine value of service to others in the community
- Ensuring that departmental programs are consistent with the Catholic ethos of the College and provide meaningful opportunities for students to analyse and apply the values inherent in the curriculum

Developing the College Learning Community by

- Providing a role model to other staff by being an effective and dynamic teacher
- Helping individual staff members to develop strengths and meet challenges in their teaching within the subject area. This might include personal interview and shared classroom experience, with a particular responsibility for staff new to the school and Graduate Teachers.
- Assisting staff in on-going self-evaluation using the Professional Teaching Standards
- Leading and guiding staff in development and evaluation of curriculum, units of work and effective pedagogy
- Ensuring curriculum compliance and administration of all VET courses contained within their subject area
- Working closely with the Dean of Learning and Assistant Deans of Learning and consulting with CLT in overall curriculum development.
- Attending and participating in Curriculum Leadership Team meetings

Providing Innovative Leadership by

- Maintaining own professional learning by attending and engaging in in-services and other relevant events, including all local network meetings
- Informing and enthusing teachers about current educational research, resources and practices
- Actively engaging in evaluation and development of innovative learning experiences

Promoting Quality Relationships by

- Creating and maintaining effective and harmonious working relationships amongst staff by providing clear and timely communication and relating respectfully and justly with all
- Being available as a resource person/mentor to teachers within the faculty and the setting of annual goals
- Developing and overseeing a consistent approach to student management within the department which is consistent with that established by the College
- Responding to the learning needs of students and parents to maintain effective and productive partnerships

Providing Organisational Leadership by

- Holding regular faculty meetings to keep staff informed and to gather views. Maintain accurate records of such meetings
- Formulating faculty goals in cooperation with other members of the faculty and in alignment with College priorities
- Ensuring effective and timely communication with members of the faculty in relation to their responsibility for tasks such as programming, marking and resource development
- Ensuring that records (especially programs, registers, Edumate Markbook) are accurately maintained
- Maintaining an up-to-date a faculty handbook in alignment with College processes
- Ensuring that all registration and accreditation requirements for non-government schools are adhered to at all times
- Allocating and managing of Faculty budget

- Planning of compliant assessment programs and negotiation of due dates is done with Assistant Deans of Learning (Middle and Senior)
- Liaising with appropriate College staff for faculty events
- Being familiar with and following College guidelines and procedures
- Acting as a channel of communication for faculty staff to relay relevant information from Curriculum Leadership Team meetings
- Liaising with the Library Manager about the acquisition and maintenance of learning resources
- Assisting the Principal and Human Resources Manager when positions need to be filled within relevant subject department

Other appropriate duties as assigned by the Principal.

The College may vary this Position Description, in response to the changing needs of the organisation.

ROSEBANK COLLEGE MISSION STATEMENT

We encourage a love of Christ, stewardship, hospitality, compassion and service working in partnership with our families, our staff and the broader community.

As a Catholic community, we give strong witness to our role as advocates of equity, diversity and justice. As a local community, we strive to support programs and partnerships focused on collaboration, giving, service and care. As global citizens, we respond critically and intelligently to our changing world, its demands and the educational and personal challenges of our students. We commit to sustainability and environmental responsibility.

OUR VISION

Rosebank's Vision is to be a community of faith for all to realise their full potential through personal leadership and lifelong learning.

We strive to develop leaders committed to personal excellence who:

- Nurture the importance of self-leadership and leadership of others
- Embrace opportunities with agility and imagination
- Respond with empathy and act with determination and compassion
- Accept humility and service as a source of strength to empower others
- Act as brave and critical thinkers who persevere with challenges
- Advocate with moral courage for the good of others and our environment

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