



POSITION DESCRIPTION

ASSISTANT 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 Assistant Studies Coordinator exists to provide support in the area of curriculum leadership for teachers and students within a Key Learning Area. This involves working with the Studies Coordinator in development and facilitation of innovative, effective, inclusive and NESA compliant programs and the effective management of the resources of the department, both human and financial. Assistant Studies Coordinators also represent their KLA in the case of absence of the Studies Coordinator.

Role Responsibilities

Specific responsibilities of the Assistant Studies Coordinator include:

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

- Maintaining and supporting 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

- 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

- Supporting and contributing to the spiritual life of the school through involvement in liturgical events
- Upholding the Benedictine value of service to others in the community

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;
- Assisting staff in on-going self-evaluation.
- Assisting the Studies Coordinator with the leading and guiding staff in development and evaluation of curriculum, units of work and effective pedagogy
- Participation in Curriculum Leadership Team meetings in the absence of the Studies Coordinator

Providing Innovative Leadership by

- Maintaining own professional learning by attending engaging in in-services and other relevant events
- Informing and enthusing teachers about current educational research, resources and practices
- Assisting with the 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
- Assisting with development and oversight of a consistent approach to student management within the department which is consistent with that established by the College

Providing Organisational Leadership by

- Assisting the Studies Coordinator with the provision of regular faculty meetings, to keep staff informed and to gather views and maintaining accurate records of such meetings
- Assisting the Studies Coordinator to ensure that all members of the faculty take appropriate responsibility for tasks such as programming, marking and resource development
- Assisting the Studies Coordinator to ensure that records (especially programs and registers) are accurately maintained
- Assisting the Studies Coordinator to ensure develop and implement a department policy for assessment
- Being familiar with and following College guidelines and procedures

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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Updated: April 2022

Version: 1.1