



ROLE DESCRIPTION

POSITION	
ROLE TITLE	English Faculty Coordinator
REPORTS TO	Principal through the Director Learning and Teaching
DIRECT REPORTS	Teachers within English Faculty
ENTERPRISE AGREEMENT	NSW Catholic Independent Schools (Teachers - Model C) Multi-Enterprise Agreement 2023
CLASSIFICATION	Temporary
EMPLOYMENT STATUS	Full-time
ALLOWANCES	Coordinator #2 Allowance Competitive remuneration commensurate with experience for those who meet the essential selection criteria
PRIMARY PURPOSE OF THE ROLE	Reporting to the Director of Learning and Teaching, the English Faculty Coordinator is a specialist leadership role that works in collaboration with the school leadership team and colleagues to promote the school as a place of learning and excellence in accordance with contemporary evidence-based learning principles. The English Faculty Coordinator is entrusted with the responsibility to assist students in making sense of their world, to make informed decisions and judgements and to act with moral and ethical integrity.
SPECIAL REQUIREMENTS	The nature of this position is such that the English and Literacy Coordinator will be required outside the “normal” office /College hours to support the College Executive in various forums and to attend meetings and presentations whenever necessary. The Employer reserves the right to vary this position description in response to changing needs.
EXPECTED BEHAVIOURS AND ATTITUDES	● Actively supports a child safeguarding culture to the highest standards ● Complies with: ○ Marist Schools Australia Policy Statements. ○ Red Bend Catholic College Policy Statements, Procedures and Code of Conduct for Staff ● Adheres to workplace health and safety procedures and actively contributes to maintaining a safe, healthy and tidy environment;

	● Maintains a commitment to improve services and pursue excellence continuously ● Seeks opportunities for professional development.
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KEY ROLE RESPONSIBILITIES	
AS A MEMBER OF THE COLLEGE COMMUNITY, THE ENGLISH FACULTY COORDINATOR WILL	● Actively works to promote the mission and life of the Catholic Church ● Promote Marist spirituality through the charism of Saint Marcellin Champagnat within the College. ● Give personal witness to Gospel values through word and action. ● Promote the philosophy and goals of Catholic education and practice in the Marist tradition. ● Assist in nourishing and developing a Christian atmosphere within the school community through active participation in the prayer and liturgical life of the College. ● Have a pastoral concern for individual students and staff.
FACULTY COORDINATOR DUTIES AND RESPONSIBILITIES	● Create a climate of care and hospitality for all branches of the College family ● Take a leading role in achieving the School's strategic goals for the learning of students ● Ensure that all subjects and courses have appropriate programs that are designed to meet the needs of the students and the requirements of NESA ● Lead the faculty team in the implementation of the ongoing collaborative review of Faculty programs and practices ● Ensure that students in every Faculty course have ample opportunities to achieve the outcomes of the course ● Ensure that the members of the Faculty Team are aware of, and compliant with, all NESA requirements in regard to course specifications, mandatory hours, assessment tasks, assessment criteria and accurate record keeping. ● Provide leadership and support to teachers in the development and implementation of evidence-based teaching and learning strategies. ● Work in collaboration with the Diverse Learning Team to ensure that teachers have appropriate support to provide students with diverse learning needs with effective access to the curriculum and to ensure those students with particular gifts and talents in relation to faculty courses are appropriately identified, supported and challenged ● Implement effective practices within the Faculty for the regular monitoring of student progress and academic standards. ● Oversee the follow-up by class teachers of students' results, and students who do not meet the assessment criteria are encouraged to renew themselves academically. ● Ensure that all Faculty Team members have the opportunity to engage in processes that are designed to monitor and report on the academic progress of each student, and the academic standard being achieved by the Faculty as a whole. ● Oversee courses offered within the Faculty in regard to the provision of appropriate academic challenges for each student ● Ensure that students' reports reflect syllabus/program desired outcomes. ● Work closely with the Librarian and the IT Coordinator to ensure that the Faculty has access to appropriate information resources and ICT support

	● Ensure that all new Faculty staff (including casual and part-time staff) members are inducted into the Vision, policies and routines of the Faculty ● Ensure that all Faculty members are engaged in the ongoing development and review of Faculty practice ● Ensure that all Faculty staff members are informed about course-specific developments and changes ● Encourage the Faculty staff to engage in appropriate professional development activities to keep them abreast of current developments and best practice. ● Work with each Faculty staff member to ensure that they engage in professional review and development, and develop and implement their own professional development plan ● Meet with each member of the Faculty team at least once each year and to visit Faculty members' classrooms where appropriate ● Review teachers' use of programs and central registers and the validity of the recorded information ● Collaborate with all Faculty staff members to ensure that they are adequately supported in their development and application of appropriate and effective, evidence based teaching and management practices ● Facilitate regular Faculty meetings. ● Participate in the College budget process. ● Ensure that current booklists and stationery lists are developed for each course. ● Participate in the process of allocating students and teachers to classes where appropriate ● Participate in the selection process for the appointment of new Faculty staff ● Work in collaboration with classroom teachers, the Director of Students and the relevant House Coordinator to address student management issues ● Work with Faculty staff to ensure that Work Health and Safety requirements and practices are met as they particularly apply to the work of the Faculty (including the safe storage of chemicals where applicable) ● Prepare submissions for specific purpose funding and the subsequent accountability reporting in consultation with relevant stakeholders in the College ● Manage faculty resources, storage and teaching spaces ● Oversee excursions, field trips, external bookings and the use of guest speakers in line with school policy ● Ensure that students are provided with accurate and relevant subject information and guidance so they can make informed subject choices ● Liaise with the Director of Curriculum and the Principal in relation to course viability and delivery ● Oversee the accuracy and appropriateness of teachers' reporting.
SYSTEM ADMINISTRATION	Ensure compliance with all Red Bend Catholic College systems including ● Synergetic ● Seqta ● Consent2Go ● ESS ● IDEAGEN ● Google

ORGANISATION AND OPERATIONS	● Ensure compliance with the WHS Act 2011 and its regulations including: ○ Report any injury, damage, unsafe condition or hazard via RBCC online platform IDEAGEN, Assurance as well as notification to your relevant Supervisor within reporting guidelines. ○ Wear protective clothing or use equipment in the manner intended (where required). ○ Take reasonable care for the Health and Safety of all persons (including students, staff, visitors, contractors and volunteers). ○ Ensure that all students, staff, contractors and volunteers under their direction and control receive adequate instruction for the safe and efficient performance of their role and duties. ○ Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to the Compliance Coordinator, HR Manager or Deputy Principal. ○ Cooperate with the Compliance Coordinator in the measures taken to ensure Work Health and Safety. ● Ensure compliance with all RBCC policies, procedures, Code of Conduct and Child Safeguarding requirements including Mandatory Reporting requirements and other relevant legislative and regulatory authorities. ● Participate fully in the prompt investigation of all serious and potentially serious incidents and accidents which result in, or could have resulted in either injury to persons or damage to property or Human Resource implications so that remedial action may be initiated. ● Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of RBCC as required. ● Work to continually assess and improve work practices and procedures on a continuous basis to achieve RBCC goals. ● Be flexible in the workplace, open to new ideas and concepts, to working independently or as part of a team and to carrying out multiple tasks or projects where relevant. ● Undertake all other duties as directed in line with the employees skill, competence and training.	
KEY RELATIONSHIPS	INTERNAL ● Teaching and Support Staff ● Students	EXTERNAL ● Parents ● NESA ● Marist Schools Australia

PERSON SPECIFICATIONS	
SELECTION CRITERIA	Essential Criteria ● Relevant tertiary qualifications in Education and current NESA accreditation to teach in NSW. ● Demonstrated experience and effectiveness in teaching English across Stages 4–6, with a strong understanding of NSW English syllabuses, curriculum requirements, assessment and NESA compliance. ● Demonstrated capacity to provide effective curriculum and instructional leadership, establishing high expectations for teaching, learning and student achievement.

	● Strong knowledge and application of evidence-based teaching practices, including explicit instruction in reading, writing, vocabulary and comprehension, and the capacity to lead their consistent implementation across the Faculty. ● Demonstrated ability to use student achievement data, formative and summative assessment, and other evidence of learning to monitor progress, identify areas for improvement and inform teaching practice. ● Demonstrated capacity to lead the collaborative development, implementation and review of high-quality teaching programs and assessment practices across the Faculty. ● Proven ability to lead, support and develop teachers, including mentoring, providing constructive feedback, facilitating professional learning and fostering collaboration, shared responsibility and continuous improvement. ● Demonstrated understanding of differentiation and inclusive practice, with the capacity to support teachers in meeting the needs of diverse learners, including students requiring additional support and students with particular gifts and talents. ● Highly developed communication, interpersonal and organisational skills, with the capacity to build positive professional relationships and effectively manage the operational and resourcing responsibilities of a Faculty. ● A commitment to the mission of Catholic education and a desire to actively contribute to and enliven the Marist charism, values and educational mission of Red Bend Catholic College. ● A demonstrated commitment to child safeguarding, professional conduct and ethical practice, including respect, confidentiality and the wellbeing of students. ● Applicants must meet, or be working towards, the requirements for Accreditation to Work and Teach in a Marist Schools Australia school (Category C). Desirable Criteria ● Experience in a Faculty Coordinator, Middle Leader or other educational leadership position. ● Experience in HSC marking. ● Demonstrated experience teaching Stage 6 English, with the capacity to teach English Advanced and/or English Extension 1 and Extension 2 highly regarded. ● Demonstrated experience leading a faculty or whole-school initiative that has resulted in measurable improvement in student learning outcomes. ● Demonstrated capacity to use contemporary technologies and digital learning platforms to enhance teaching, learning, assessment and feedback. ● An active member of a Catholic Eucharistic community.
OTHER REQUIREMENTS	● Registration with NESA ● Active participation in the co-curricular life of the College.
STATUTORY	● NSW Working with Children Check

REQUIREMENTS	
AUTHORITY AND ACCOUNTABILITY	Worker Level Authority and Accountability