



Role Description

Secondary Teaching and Learning Coordinator

Position type	Permanent	Contact Officer:	Joshua Mansfield
Employment type:	Full-time	Contact Officer position:	Head of Secondary
Salary range:	See salary information	Contact telephone:	3437 9000
Location:	Goodna	Closing date:	9 May 2022
Commencement date:	11 July 2022	Application type:	Online

Purpose of the role

At Westside, we believe that every child should feel they are cared for, that they belong, and that they can achieve. The purpose of the Teaching and Learning Coordinator role is to manage and lead teaching and learning within the Secondary school. They will manage educational learning programs including curriculum development, staff development, pedagogical approaches and integration of learning and student pathways.

About the position

This position is a permanent position based on the Secondary Campus and reports to the Head of Secondary.

The responsibilities of this position are:

- to lead the ongoing development and implementation of our Pedagogical and Curriculum Framework which informs our whole College approach to teaching and learning
- to lead a systematic approach in reviewing the quality of planning, teaching and learning, resources, assessment and reporting practices within years 7-12
- to lead the Instructional Deans team, and to work collaboratively with the Instructional Deans to assist in maintaining consistency across key learning areas
- to lead the incorporation of evidence-based practices and innovative learning methods into classroom pedagogy
- to monitor student learning and achievement, using data including NAPLAN results and student GPAs, to inform changes to planning and teaching practices and improve overall student learning outcomes, and to work collaboratively with Year Level Coordinators and Instructional Deans to track student academic progress
- to oversee and lead assessment and reporting (including exam schedules and processes)
- to organise and facilitate parent-teacher evenings
- to lead all QCAA interactions, including assessment submissions, student results, moderation contact, and provide quality assurance of Australian Curriculum implementation across the Secondary school
- to provide and/or organise professional learning for Secondary staff in the strategic priority areas (including a peer-review program), and to improve delivery of educational programs
- to oversee Year 7-12 SWAN/SEE student progress and support systems
- to oversee Year 7-12 NCCD and verification reviews and submissions

- to ensure the College meets ACARA obligations and requirements and advise where any corrective action is required

This role will maintain a teaching load of one senior class allocation only. This teaching load will be negotiated each year based on the requirements of this position and the availability of teachers to deliver the education program.

Requirements of the position

The personal requirements of this position fall under the broader requirements to be a strong educator and the ability to provide proficient leadership and management to a large team of staff, namely;

- A strong Christian faith with the ability to model and teach from a Christian worldview and support the spiritual ethos through the Secondary school
- While not mandatory, a tertiary qualification in curriculum leadership or a similar field would be well regarded
- Excellence and experience as a Secondary teacher, with many years' experience teaching children of this age demographic and a thorough understanding of child development milestones and expectations
- Excellence and experience as a Curriculum Coordinator or similar role in a Secondary School context with broad curriculum oversight
- Excellence and experience in mentoring teaching staff to improve their craft and supporting new teachers as they learn
- An excellent knowledge of the Australian Curriculum, the Australian Institute for Teaching and School Leadership (AITSL) Teaching Professional Standards, and other student learning frameworks, including special education
- A thorough understanding of ATAR and the requirements of the new QCE
- Experience in guiding and supporting staff and providing a level of pastoral care to others
- Excellent organisational skills, to manage the volume and complexity of tasks required in this role
- A good working knowledge of compliance requirements, including policies and procedures, child safety procedures, risk management principles
- Experience in managing assessment and reporting activities, including QCAA and other government reporting processes, with professionalism and tact, and working with children who can find these processes daunting.

Position hours and salary

As with classroom teachers, this position is not required to attend the workplace during nominated school holiday periods. The salary for the position will be negotiated with the successful applicant as part of the recruitment process, with a Position of Additional Responsibility allowance given on top of the applicant's current teaching level to acknowledge the responsibility of this position.

How to Apply

Please **complete the online application** on the College website, noting that the following documents will be requested for upload:

- A current **resume** which includes your qualifications, employment history, technical abilities and three current referees (one referee should be a current supervisor and another your Minister/Pastor).
- A **cover letter** of introduction
- Completion of application questions in the online application, including a brief statement of your personal educational philosophy
- Any **other documents** you may wish to show as part of your application (optional)

Note that you will also be asked to confirm your acknowledgement, understanding and acceptance of the College Lifestyle Requirements and Statement of Faith, both of which are viewable as attachments in the online application.

Applications must be submitted via the College website – ***printed copies cannot be accepted.***

Contact details: recruitment@wcc.qld.edu.au
Closing date for applications: **5pm, 9 May 2022**

Privacy

In order to progress this application, we request you provide some personal contact details. We will only use these details for purposes relevant to this application, and will not disclose them to third parties without your consent. In submitting this

application, you acknowledge and consent to the College using your personal information provided to progress this application. Please contact the HR and Compliance Manager at the College on 3437 9000 if you have any questions or concerns about the way we handle personal information. The College reserves the right to fill the position before the closing date and/or withdraw this vacancy prior to making an appointment.

About Westside

Westside Christian College is an interdenominational, Protestant co-educational Kindergarten to Year 12 College with an enrolment of over 1,100 students located in Goodna Queensland. Our staff work hard to care for and help our students achieve the best they can in the classroom, in their relationships with their peers and in extra-curricular pursuits and activities. Westside is a distinctly Christian school where faith in God and learning go together.

Our Core CLASS values:

- Christlikeness
- Learning
- Achievement
- Social Responsibility
- Service

For more information about the College's mission and vision, please visit the school website at: <https://www.wcc.qld.edu.au/our-college/vision-and-mission/>.