Primary Coordinator: Teaching and Learning
Position Information Document

Employment conditions in accordance with The Catholic Schools Enterprise Agreement.

This is a Position of Responsibility, Band 2 POR 3, initially with a four year tenure for the coordinator role.

1. BROAD PURPOSE
   Work collaboratively with colleagues, families and the wider education community to provide vision and direction to facilitate excellent teaching and learning across all R-6 curriculum areas.

2. KEY WORKING RELATIONSHIPS
   • Principal & School Leaders
   • School Staff
   • Students
   • Parents/Families/Caregivers

3. POSITION DESCRIPTION
   The teacher is directly responsible to the Principal, and through the Deputy Principals for:
   • the development and implementation of the designated area of responsibility
   • the teaching of these areas to designated groups of students
   • ensuring the health and safety of students and fellow employees
   • maintaining any place or equipment designated or chosen for specific activities or associated with the role

   POR 3 appointees are also required to:
   • demonstrate senior leadership through their presence at all significant events in the life of the College
   • take on overall responsibility for supervision and coordination of students and staff if the Principal and Deputy Principals are unavailable
   • attend Leadership meetings as required to inform the Leadership Team of relevant developments in the life of St Aloysius College

4. KEY RESPONSIBILITIES
   • Apply curriculum knowledge and teaching methods which facilitate successful learning
   • Develop and maintain good working relationships
   • Provide a balanced and challenging program relevant to the needs of the students
   • Assess, record and report learner achievement
   • Establish structures and processes to achieve a productive learning environment while responding to learners’ needs
   • Employ behaviour management strategies which ensure a safe, orderly and successful learning environment
   • Ensure that confidential information is handled appropriately
   • Carry out other non-instructional responsibilities which are part of the teacher’s role - eg support and adhere to school and SACCS policies and relevant government legislation; carry out routine tasks including record keeping, surveys, distribution of materials; meet yard duty requirements; exercise a duty of care and improve skills, knowledge and performance through professional development and performance appraisals
   • Lead a team of teachers and education support officers to achieve best practice in the designated leadership role
   • Support and represent the ethos of St Aloysius College
5. PROFESSIONAL RESPONSIBILITIES

- Lead a team of teachers and education support officers (if relevant) to achieve best practice in the designated leadership role
- Complete administrative tasks including record keeping accurately and on time
- Participate in professional development activities which lead to improved student outcomes and strengthen the professionalism of the teacher
- Develop and maintain effective professional partnerships with other staff
- Attend staff meetings, parent-teacher interviews and other co-curricular activities
- Accept delegated responsibilities
- Have a commitment to uphold and contribute to the ethos of Catholic schools
- Appropriately assist students who are hurt, sick or in distress
- Meet and teach students at designated locations and times
- Undertake supervision duties including yard duty diligently
- Undertake supervision of all teachers, education support officers and students in the designated leadership role
- Understand the employer’s requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the College’s policies, guidelines and procedures
- Operate in accordance with the Charter for teachers in SA Catholic Schools
- Where two staff members are appointed to share a leadership role, each person will work collaboratively to fulfil the tasks assigned to the role

6. SPECIFIC REQUIREMENTS

The Primary Coordinator: Teaching and Learning works collegially and innovatively with the team of home class teachers and subject teachers who, together, are responsible for the students’ academic progress, pastoral care, welfare, spiritual growth and the development of Christian and Mercy values.

Curriculum:

- Oversee and review all teaching and learning programs to ensure adaptations and modifications are addressed
- Liaise with EAL and Special Education coordinators to address student needs
- Encourage the sharing of ideas and lead learning improvement strategies
- Work with teachers and teams to ensure high quality pedagogy and planning
- Consult and work with Deputy Principals, the Primary Coordinator and Curriculum Coordinators on initiatives or directions
- Set directions for primary curriculum as part of the College strategic plan by formulating key priorities, facilitating PD and working with year level teams
- Address parent queries and concerns regarding teaching and learning (R-6)
- Attend Curriculum Committee meetings
- Coordinate faculty information and curriculum articles for the newsletter and school magazine
- Review, evaluate and develop scope and sequences and school action plans in literacy and numeracy and other learning areas as required
- Oversee NAPLAN in Years 3 and 5
- Use data, such as NAPLAN, to foster improvement
- Attend CESA literacy and numeracy meetings and relevant CESA curriculum professional learning for primary schools
- Oversee and facilitate assessment and reporting (R-6) in association with other relevant staff
- Regularly develop, review and evaluate curriculum offerings and documents
- Manage the relevant budget lines
- Attend parent, year level and primary meetings which have a focus on teaching and learning in the primary school

Staff:

- Work collegially and collaboratively with the Primary Coordinator, Leadership Team and other primary and secondary coordinators
- Plan and implement a program of professional learning within primary meetings, in consultation with the Primary Coordinator
- Manage whole primary years co-curricular learning initiatives such as Oliphant Science Awards, ICAS, Tournament of Minds
- Call regular meetings
- Set agendas according to staff needs or requests
• Encourage staff to participate in professional learning activities
• Monitor subscriptions to professional magazines, journals, newsletters and distribute to staff

**Students:**
• Encourage students to participate in activities related to the curriculum
• Organise in-school activities as appropriate to the curriculum, in liaison with the Primary Coordinator
• Distribute information regarding activities for students that run outside of the school and follow up where necessary
• Work with the Primary Coordinator and Year 7 Coordinator to facilitate transition from Year 6 to Year 7

7. **SPECIAL CONDITIONS**
• All staff accepting a Position of Responsibility may be required to conduct enrolment interviews on two Saturdays during the year
• Appraisal: All staff accepting a Position of Responsibility agree to participate in and cooperate fully with an appraisal of their leadership; for all POR staff, once you have held one or more POR position/s for a continuous period of more than two years, you should expect an appraisal to occur every third year that you hold a leadership position
• Teaching load: This position is 0.4 release time and 0.6 classroom teaching

**Work Health and Safety (WHS)**

WHS duties as required, particularly for evacuation drills.

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –
• take reasonable care for your own health and safety
• take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
• comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
• cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

**PID Latest Review Date:** August 2017