

Position Information Document

Science Coordinator

School Context

St Aloysius College is a Catholic school for girls shaped by the tradition of Mercy. St Aloysius College was established in Adelaide in 1880 by the Sisters of Mercy to educate girls to realise their own potential and to contribute fully to the wider community. The College's Mercy Lights Strategic Plan calls us to find new and creative ways to embody Mercy and to take up the challenge to empower young women to play a vital part in our world.

Our mission: *With faith and courage, we nurture in our students an enduring zest for all aspects of life and learning, inspiring them to be confident individuals who make a difference in the world.*

The Mercy Values of St Aloysius College underpin all that we do:

Compassion ♦ Hospitality ♦ Justice ♦ Service ♦ Respect ♦ Courage

Position Overview

The Science Coordinator will work collaboratively with colleagues, families and the wider education community to improve teaching and learning to maximise the progress and achievement of all learners.

Curriculum Coordinators are instrumental in driving school improvement by collaborating with colleagues, leading staff development, and establishing a culture of high expectations for student achievement. They are well-positioned to address the core business of leading improvement in teaching and learning due to their close proximity to classrooms (AITSL Professional Standards for Middle Leaders).

The Coordinator is directly responsible to the Principal, and through the Deputy Principals for:

- the development and implementation of the Drama curriculum
- coordinating high impact teaching and learning
- leading improvement in teaching practice
- overseeing resources and processes to ensure efficient school operations

Position Details

Position Title	Science Coordinator
POR Level	1 <i>Terms and conditions in accordance with the South Australian Catholic Schools Enterprise Agreement (2020)</i>
Key Working Relationships	Direct Line Manager: Deputy Principal (Teaching and Learning) Accountable to: Principal Teachers, Support Staff, Students and Families

CURRICULUM COORDINATOR ROLE SPECIFICATIONS

Science Coordinator Specific Matters

- Line Manager for the Science Laboratory Assistants. Induct, supervise and direct the Science Laboratory Assistants as needed
- Overall responsibility for the Science Laboratories and equipment
- The Science Coordinator is a member of the St Aloysius College WHS committee and attends the meetings of the committee
- The Science Coordinator should work in collaboration with the Mathematics and Digital Technologies Coordinators to coordinate and promote STEM-related clubs, activities and extra-curricular events

Curriculum

- Support teachers to develop programmes/unit plans that reflect a knowledge-rich, high expectation curriculum, enabling deep learning inclusive to all learners
- Take responsibility for ensuring teaching programs are reviewed annually and filed with the Deputy Principal (Teaching and Learning)
- Ensure that prescribed curriculum, pedagogy, and assessment are explicitly represented in teaching and learning programmes
- Support staff to ensure content, including subject overviews, lesson and assessment details are available to staff, students and parents via the learning management system
- Actively participate in and contribute to Curriculum Committee meetings
- Consult and work with Deputy Principals, Primary Coordinators and Curriculum Coordinators on new initiatives or directions proposed
- Coordinate faculty information and curriculum articles for the SAC Newsletter, school magazine and school social media platforms

Staff

- Facilitate regular faculty meetings and set the agendas according to staff needs or requests
- Promote and encourage staff to participate in professional development activities
- Monitor subscriptions to professional magazines/journals/newsletters/associations and distribute these to staff
- Arrange support meetings with teachers requiring additional direction in the delivery of the prescribed curriculum
- Coordinate with the WHS Safety Officer to conduct WHS safety training appropriate to the faculty at the start of each year and as required during the year
- Encourage faculty staff to identify and record examples of achievements in line with the College's Strategic Plan

Students and Families

- Work with faculty staff to monitor student progress and provide subject support for students and families where necessary
- Address queries and issues raised by students and families regarding the content or the delivery of curriculum
- Encourage students to participate in activities related to the curriculum area
- Distribute information regarding subject-specific extracurricular activities for students and follow up where necessary
- Organisation of in-school activities as appropriate to the curriculum area

Resources, Budgets & Facilities

- Monitor and approve expenditure within the allocated budget
- Monitor curriculum and consumable resource levels
- Decide on resource needs in consultation with faculty members
- Develop budget submissions
- Maintain any area/equipment designated or chosen for specific activities or associated with the role
- Oversee use and condition of specialist areas and equipment used by the faculty
- Report safety issues to the WHS Committee

PROFESSIONAL RESPONSIBILITIES

Professional Responsibilities

- All professional and key responsibilities as per the St Aloysius College General Teacher Position Information Document
- Lead a team of teachers and Education Support Officers to achieve best practice in the designated leadership role
- Participate in professional development activities which lead to improved student outcomes and strengthen the professionalism of staff
- Engage in activities that develop the Catholic identity of the College and action the Strategic Plan
- Model ethical behaviour and Mercy values which support the vision and mission of the College
- Exercise informed judgement when dealing with students, parents and the community
- Demonstrate senior leadership through presence at all significant events in the life of the College
- Attend Leadership meetings as required to inform the Leadership team of relevant developments in the learning area
- Undertake any other duties as assigned by the Principal

Special Conditions

- All staff accepting a Position of Responsibility may be required to conduct enrolment interviews outside of regular school hours.
- Staff accepting a Position of Responsibility agree to participate in and cooperate fully with an appraisal of their leadership. POR1 Positions are appointed every year. If someone has held the position for 4 years, the position will be advertised in the fourth year. Once POR staff have held one or more POR position/s for a continuous period of more than two years, an appraisal should occur every third year that the leadership position is held.

Work Health and Safety

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

Reference: Division 4, Section 28 WHS Act 2012

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

PID Reviewed: September 2025