



CHRISTIAN BROTHERS
TRUSTEES OF THE CHRISTIAN BROTHERS ARBN 066 939 786
INCORPORATED IN NEW SOUTH WALES THE
LIABILITY OF THE MEMBERS IS LIMITED

ST EDWARD'S COLLEGE

A CATHOLIC SCHOOL IN THE EDMUND RICE TRADITION

Where young men achieve



**EDMUND RICE EDUCATION
AUSTRALIA**
www.erea.edu.au

Role Description

KLA/Subject Coordinator

The role of the KLA/Subject Coordinator is to promote the College and Edmund Rice ethos by demonstrating effective leadership in the teaching and learning process in the KLA/Subject area. In so doing the Coordinator demonstrates support for Catholic philosophy and values and promotes sound educational practices especially as they relate to the education of boys. KLA/Subject Coordinators are also outstanding teachers in their subject area in terms of their knowledge of content, teaching methodology, classroom management, methods of evaluation and professional development. They are responsible for working with the Curriculum Team in leading the learning agenda in the College. Within this general principle the Coordinator has the following specific responsibilities.

College Ethos

- Demonstrates support for the philosophy and values of the College.
- Fosters the charism of Edmund Rice.
- Demonstrates active leadership and promotion of the EREA Charter and its Touchstones
- Models high professional standards which accords with the EREA Code of Conduct.
- Actively promotes leadership and the implementation of the Code for Learning.
- Contributes actively to the leadership of the Learning Agenda.
- Contributes actively to College life and extra-curricular programs.
- Supports, promotes and engages in the social justice initiatives of the College.
- Supports College policies and programs.
- Demonstrates loyalty to professional colleagues.
- Engages in the development, monitoring and implementation of the EREA Cultural Audit process.
- Participates in the EREA Formation programs.

Strategic Plan

The KLA/Subject Coordinator will actively support the directions of the College Strategic Plan. They will be central to the implementation of the Strategic Plan through leading the Learning Agenda in their KLA/Subject area.

Professional Learning

The KLA/Subject Coordinator is expected to demonstrate outstanding modelling in relation to their own Professional Learning as outlined in their own Professional Learning Plan and through participation in the Professional Learning Partnership framework. In addition, they are expected to attend relevant professional development opportunities related to leading their KLA/Subject area.

The KLA/Subject Coordinator will experience a Professional Review in the fifth year of their current contract. Each year, they will participate in an Annual Professional Discussion with a member of the College Executive.



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Leading Learning

- Remain current with contemporary educational research into 21st Century pedagogical approaches using relevant technologies to enhance learning;
- Identify the professional development needs of staff and implement approaches to address these in consultation with the Deputy Principal and Curriculum Coordinator.
- Promote a collaborative approach to delivery of contemporary teaching and learning strategies to engage boys in their learning
- Liaise with the Principal, Deputy Principal and the Curriculum Coordinator in the analysis of all data including NAPLAN, ROSA and Higher School Certificate results in order to generate and implement relevant recommendations.

Leadership of Teachers

- Discuss College procedures, teaching methods, classroom management, etc. with teachers who are new to the College and give appropriate assistance during their first year.
- Discuss teaching approaches, methods of assessment, test construction, and methods of course evaluation with teachers.
- Check that assessment, reporting and evaluation procedures are being carried out in accord with faculty and college policy.
- Approve excursions, visits outside the school, visiting speakers, etc.
- Expect high professional standards of staff
- Provide professional support for teachers, e.g. in discipline matters, non-completion of homework, pedagogy, etc
- Consult with staff about the classes to be taught in a given calendar year.
- Work to create a faculty identity and contribute to department morale and harmony.

Policy

- Remain current with BOSTES curriculum requirements as outlined in the BOSTES Bulletins and Official Notices, and ensures the implementation of any changes to maintain compliance with BOSTES directions.
- Develop relevant policies for the KLA/Subject area in accordance with existing documents (Catholic values, WH&S, Vocational Education and Training, Aboriginal reconciliation, literacy, boys' education etc.).
- Ensure the implementation of these policies by teachers.

Programs and Registers

- Coordinate the development and evaluation of department scope and sequence overviews, assessment outlines and teaching programs to ensure compliance with BOSTES syllabuses requirements.
- Oversee the delivery of VET courses ensuring that they meet the requirements of the current ASQA standards and the courses are delivered in accordance with the training and assessment strategies.
- Work with the RTO to ensure that the College meets the requirements for registration and compliance of the delivery of VET courses.
- Circulate relevant curriculum and syllabus information to staff.



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- Regularly evaluate and update programs to ensure they accurately reflect the dynamic nature of teaching and learning
- Foster a collaborative approach to programming by ensuring that teachers are involved in program design and development and the evaluation of teaching programs through the registration process and faculty discussion.
- Differentiate teaching programs to meet the needs of the full range of students.

Assessment

- Develop an assessment policy and guidelines (calendars, schedules) for implementation at all year levels, in accordance with BOSTES regulations, syllabus weightings and mandatory components.
- Coordinate the setting and marking of assessments in accord with College guidelines, and the retention of samples of student work including examination scripts.
- Ensure that student assessment notifications meet BOSTES and College requirements in relation to design, timeliness of distribution and posting on the College Portal
- Maintain a central register of marks/grades
- Monitor the range of marks/grades reported to parents to ensure consistency between classes and comparability from year to year.
- Implement the timeline set by the Administration Coordinator and Curriculum Coordinator for the correction of exams, submission of marks/grades and completion of reports including checking of the content of teachers' reports.
- Consults with the Curriculum Coordinator in the distribution of ROSA grades and the scaling of HSC assessment marks prior to submission to BOSTES.

Resources

- Develop and administer a department budget in consultation with the Curriculum Coordinator and Business Manager.
- Work collaboratively with the Innovative Learning Coordinator and members of faculty to develop contemporary resources to promote effective teaching and learning
- Record, on the teaching program, the resources relevant to topics.
- In consultation with the Curriculum Coordinator, monitor the number of textbooks/student resources for classroom use and arrange for ordering of these.
- Maintain the resources, equipment and rooms associated with the KLA/Subject.
- Oversee textbook collection.
- Assist the Business Manager with updating the asset register.

Meeting with Staff/Parents

- Meet with each member of staff once each term either on an individual level or at a faculty meeting to discuss programs, registers, assessment, etc.
- Conduct at least one comprehensive evaluation of the KLA/Subject department with staff each year.
- Maintain minutes and records of meetings.
- Attend out-of-hours meetings (Elective nights, Information nights, etc.).



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Students

- Where applicable, assume responsibility for grading students into classes, allocating students to new classes, etc.
- Organise construction of class lists of students for each year level.
- Encourage and challenge students to achieve their potential by supervising and assisting teachers in the modification of teaching programs when necessary.
- Promote the self esteem of students
- Support the pastoral care policies of the College
- Collaborating with members of the Curriculum Team in advising students on appropriate subject choice

Liaising with College Executive

- Assist the Principal in the allocation of staff to year levels and classes.
- The KLA/Subject coordinator is under the direct supervision of the Curriculum Coordinator and is a member of the Curriculum Committee.
- Liaise with the Administration Coordinator in the provision of work for absent staff in their department (especially medium or long-term absence).
- Liaise with the Curriculum Coordinator and the Administration Coordinator in the allocation of various awards.

Ultimately the KLA/Subject Coordinator is responsible to the Principal, who may vary the above duties from time to time, or may ask the Coordinator to take on other duties or become involved in across curriculum issues (eg Literacy, Boys Education, ICT, etc.).