



## Role Description

### Teaching and Learning Coordinator

The Teaching and Learning Coordinator is an exemplary classroom practitioner and a member of the College Executive. This leadership position is directly responsible to the Deputy Principal for the supervision of the Teaching and Learning and leading of the College Learning Agenda in the context of a Catholic School in the Edmund Rice tradition.

In so doing, the Teaching and Learning Coordinator demonstrates support for Catholic philosophy and values and promotes current educational practices especially as they relate to the education of boys. This position maintains the responsibility for leading the development, implementation and ongoing evaluation of the College's Literacy and Numeracy plan. The Teaching and Learning Coordinator is also an outstanding teacher in his/her subject areas in terms of knowledge of content, current contemporary educational research in teaching methodology, classroom management, methods of evaluation and professional development.

The Teaching and Learning Coordinator has the following specific responsibilities and tasks:

#### 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 St Edward's 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 Teaching and Learning Coordinator will contribute significantly to the design, implementation, leadership and monitoring of the College Strategic Plan. They will be central to the design, implementation and leadership of the College Annual Strategic Goals.



## Professional Learning

The Teaching and Learning 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.

It is expected that the Teaching and Learning Coordinator will participate in a significant Professional Learning or Leadership Experience within the term of their contract. It is assumed this experience will be linked with the role and shared with colleagues. In addition, they are expected to attend relevant Teaching and Learning Conferences.

The Teaching and Learning Coordinator will lead and participate in the Professional Review of Coordinators.

The Teaching and Learning 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 the Deputy Principal.

## Educational Leadership

- Collaborates with the Executive, the Curriculum team and members of the teaching staff to develop and implement a best practice teaching, learning and assessment paradigm across Years 7 to 12;
- Works collaboratively with the Executive, Middle Leaders and Teaching staff in the development, implementation and ongoing evaluation of the College's Literacy and Numeracy plan;
- In conjunction with Key Learning Area Coordinators and classroom teachers, develop a sequential and consistent writing, reading and spelling program for Years 7-10 that is complementary to teaching and learning programs.
- Lead professional learning for staff using a range of data (including Allwell, NAPLAN, ROSA, HSC and student assessment data) to monitor and assess student learning growth, and to inform curriculum and teaching and learning.
- Remains current with contemporary educational research into 21<sup>st</sup> Century pedagogical approaches using relevant technologies to enhance learning;
- Works collaboratively with the Principal and Executive members in leading the College Learning Agenda and Code for Learning;
- In conjunction with the Deputy Principal and Curriculum Coordinator lead the development of a whole school approach to building students' autonomy as learners, and to teaching students the skills and behaviours of effective learners.
- Provides critical input into the professional development strategic directions of the College;
- Models innovative learning, teaching and assessment practices in the classroom;





- Provide leadership support for the development, implementation and evaluation of the Student Achievement and implements programs designed to improve student achievement consistent with the goals and priorities of the Strategic Plan.
- In conjunction with the Professional Learning Coordinator, lead staff in deepening their practice in relation to the College's implementation of the Visible Learning teaching methodologies.
- In conjunction with the Curriculum and KLA Coordinators develop and implement teaching, feedback and assessment practices which address the learning needs of all students.
- Together with the Deputy Principal and Curriculum Coordinator, provide high level professional support for Key Learning Area Coordinators to enhance their skills, knowledge and confidence in developing, and consistently implementing high quality standards and outcomes-based curriculum and assessment programs across all Key Learning Areas.
- In conjunction with the Innovative Learning Coordinator provide leadership support for staff to integrate the use of effective digital technologies to enhance student learning.
- Work with KLA Coordinators and teachers in the implementation of contemporary approaches to extend gifted and talented students.
- Evaluate assessment practices used across the school and provide leadership for Key Learning Area Coordinators and staff to improve assessment practices consistent with the Teaching and Learning Framework and the standards.
- Any other duties as directed by the Principal.

### **Communication with Staff**

- Consults with the Learning Support Coordinator and teaching staff who have concerns about student learning needs, or aspects of the teaching programs and students at the College.

### **Communication with Parents and Students**

- Communicates with and presents to parents on matters associated with the development of Literacy and Numeracy
- Communicates with parents and students on information regarding Online Literacy and Numeracy Testing

### **Professional Development**

- Contributes significantly to staff development programs including staff development days, PLP's and staff meetings.



- Organises in conjunction with the Deputy Principal and Professional Learning Coordinator relevant Professional Development opportunities for teaching staff.
- Participates in the Professional Review process and leads the Professional Review process of other Coordinators.
- Engages in discussion with all teaching staff about professional development related to classroom pedagogy and practice,

### **Administration**

- Work collaboratively with the Administration Coordinator and teaching staff on the implementation of Online Literacy and Numeracy Testing.
- Provides a detailed analysis of the NAPLAN results to the College Executive and College Board with an growth implementation strategy based on this data.
- In conjunction with the Deputy Principal, provides a detailed analysis of the HSC results to the College Executive and College Board.
- Provides teaching staff with student data to inform teaching and learning.

### **Liaison with College Community Members**

- Attend Executive Meetings.
- Liaise with the Pastoral Care Coordinator on matters relating to teaching and learning.
- Liaises with the Library Staff on the administration of Senior Study.
- Attends meetings of the Curriculum Team.
- Work with the Deputy Principal to coordinate College Registration and Accreditation and the Annual School Report as appropriate.
- Liaise with the Principal and relevant Curriculum team members to provide quality and engaging Enrichment Days for feeder primary school students.
- Liaise with the Principal, Deputy Principal and the Curriculum Coordinator in the analysis of all data including Allwell, NAPLAN, ROSA and Higher School Certificate results in order to generate and implement relevant recommendations.
- Work with the Curriculum Team and teaching staff to implement recommendations from data analysis into quality teaching programs.

Ultimately the Teaching and Learning Coordinator is responsible to the Principal, who may vary the above duties from time to time, may ask the Coordinator to take on other duties, or become involved in across curriculum issues.