



# Serpentine Jarrahdale Grammar School

Integrity Humility Community

## Primary Curriculum Coordinator

**Responsible to:** The Principal through the Head of Junior School

### I. Statement of Mission

To assist students to develop:

- Respect For God
- Respect For Self
- Respect For Others
- Respect For Learning
- Respect For Environment

### II. Preamble

#### 1. Employment

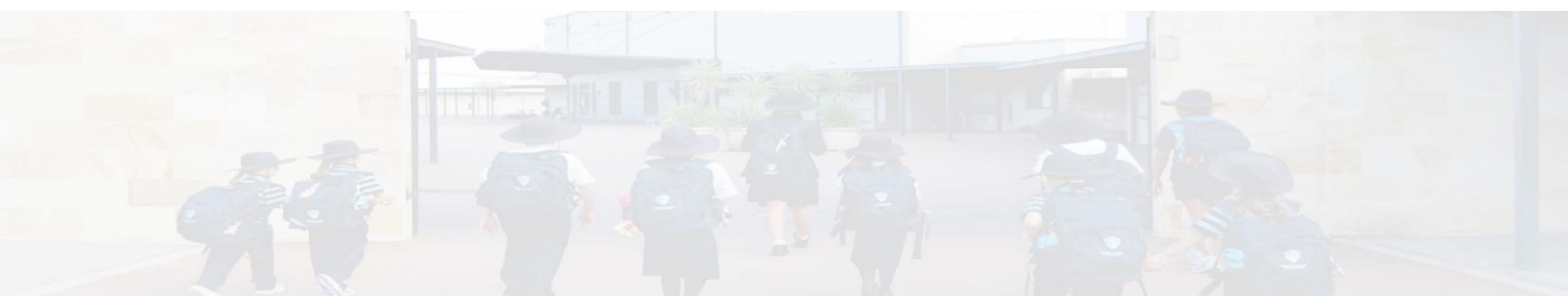
- i. The Employer of the Primary Curriculum Coordinator is the Board of Serpentine Jarrahdale Grammar School who authorises the Principal to act on their behalf.
- ii. The Principal determines the Primary Curriculum Coordinator Duty Statement and terms of appointment. The Primary Curriculum Area Coordinator is accountable to the Principal for the fulfilment of duties, through the Head of Junior School.
- iii. The Primary Curriculum Coordinator is not permitted, without the written approval of the Principal, to engage in other paid employment within or outside school hours, unless such employment constitutes an extension of the Primary Curriculum Coordinator's normal professional work and in no way inhibits the Primary Curriculum Coordinator from carrying out the duties specified below.

### III. Duty Statement

This is an exciting opportunity for an ambitious teacher and school leader, preferably with a specialism in one of the core subjects, to develop their career, through this newly created position. He or she will work as part with our leadership team to implement and develop strategy which supports successful transition from Junior School to the Middle Years of Secondary School. This crucial role is part of the school's strategic aim of achieving the best for all its students within the existing cohorts and for promoting excellence.

#### Key responsibilities

- To assist and support the Head of Junior School in raising the standards of achievement for all groups of students especially across Years 3-6, with a key focus on monitoring both progress and wellbeing.
- Work with the Head of Junior School to devise intervention strategies which support and challenge underachieving students across all abilities to succeed and achieve their personal best





# Serpentine Jarrahdale Grammar School

Integrity Humility Community

- To lead the implementation of whole school systems and approaches to individual monitoring and tracking and the approach to student mentoring into the middle school years.
- Contribute to the development and embedding of what constitutes outstanding learning and teaching

## Learning and Teaching

- Support staff to plan and teach engaging and challenging lessons which are carefully differentiated every day.
- Analyse progress and other performance data and identify 'gap' and intervention strategies that classroom teachers can use to secure at least good progress for all students. Eg SCASA/Brightpath
- Develop learning and a diverse range of enrichment opportunities outside the classroom in line with the ethos of the school.
- Coordinate the systems for the support and intervention that each student requires in order to succeed across the phases. Eg: SEQTA, Transition and the introduction of subject levelling.

## Leadership

- Develop and keep under review systems that promote positive behaviour for learning for all students and ensure staff maintain the highest of expectations of student behaviour.
- Analyse progress and attainment data and other designated performance data for each identified cohort of students as well as individual students.
- Support staff changes to curriculum design and student intervention.
- Help to ensure that the assessment processes are accurate and facilitate accurate and meaningful intervention with students who are making insufficient progress
- Ensure that students develop an understanding of their current attainment and progress and are able to articulate what they need to do to improve.
- Work in partnership with students and parents/guardians to promote outstanding progress and attainment and ensure there is a shared understanding of what pupils need to do to succeed.

## Teaching Responsibility

The Primary Curriculum Coordinator provides **good facilitation of learning** by:

- i. following the prescribed syllabus and the teaching and assessment programme;
- ii. planning and preparing lessons thoroughly;
- iii. acquiring a sound knowledge and understanding of the subject;
- iv. presenting lessons with enthusiasm, energy and imagination;
- v. communicating clearly and effectively;
- vi. fostering a positive learning atmosphere in the classroom;





# Serpentine Jarrahdale Grammar School

Integrity Humility Community

- vii. exercising good discipline and implementing the classroom code of behaviour;
- viii. adjusting the lesson presentation to the age and ability of the students;
- ix. cultivating good work attitudes and habits in students;
- x. marking students' work thoroughly and punctually;
- xi. beginning and ending lessons on time;
- xii. leaving the classroom in a clean and orderly condition;
- xiii. meeting all required deadlines;
- xiv. attending Staff Meetings, Assemblies, Camps and such School functions as the Principal may require;
- xv. working cooperatively and communicating effectively with parents;
- xvi. keeping abreast of developments in the theory and practice of teaching and learning;
- xvii. taking part in all school-based professional development activities; and

The Primary Curriculum Coordinator provides **good care** by:

- i. establishing a caring and positive relationship with each student in assigned classes, including Pastoral Care;
- ii. exercising special care for the disadvantaged or less gifted student;
- iii. contacting parents as required;
- iv. carrying out administrative tasks relevant to the students in assigned classes, including Pastoral Care;
- v. completing with care supervisory and other assigned non-teaching duties;
- vi. taking proper care of School property and ensuring students do likewise; and
- vii. performing extra-curricular duties.

## Experience

- A minimum of 5 years teaching experience.

## *IV. Terms of Appointment*

1. Teachers at Serpentine Jarrahdale Grammar School are employed in accordance with:
  - the provisions of the Educational Services (Teachers) Award 2010, and
  - the Employment Letter for teachers at Serpentine Jarrahdale Grammar School.
2. Salary in accordance with years of experience, along with a Coordinator allowance.
3. **Tenure** A first period of 12 months commencing 1<sup>st</sup> January 2017 and subject to the satisfactory appraisal re-appointment for 3 x 3 year terms.

