



Serpentine Jarrahdale Grammar School

Integrity Humility Community

Learning Area Coordinator Science

Responsible to: The Principal through the Head of Curriculum

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 Learning Area Coordinator is the Board of Serpentine Jarrahdale Grammar School who authorises the Principal to act on their behalf.
- ii. The Principal determines the Learning Area Coordinator Duty Statement and terms of appointment. The Learning Area Coordinator is accountable to the Principal for the fulfilment of duties.
- iii. The Learning Area Coordinator is responsible for the administration of the School's Science Learning Area.
- iv. The Learning Area 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 Learning Area Coordinator's normal professional work and in no way inhibits the Learning Area Coordinator from carrying out the duties specified below.

III. Duty Statement

1. Reporting

- i. To work in a supervisory and collaborative manner with the Head of Curriculum in order to ensure the smooth running of the Learning Area.
- ii. To receive informal reports from staff.
- iii. To submit a written annual report to the Principal at the beginning of fourth term.

2. Staff Management

- i. To induct, resource, support and supervise staff.
- ii. To provide detailed information and professional guidance to new or inexperienced teachers.
- iii. To plan a personalised programme of professional development with each staff member.





Serpentine Jarrahdale Grammar School

Integrity Humility Community

3. Curriculum Management

- i. To develop Learning Area policies for **all subjects** in the Learning Area including:
 - the underlying philosophy of the Learning Area;
 - the objectives, the outcomes, the programmes of work and the assessment procedures; and
 - to submit a copy of the teaching programme for each subject and/or course to the Head of Curriculum.
- ii. To develop curriculum that reflects the School's quest for excellence and relevance.
- iii. To check assessment instruments and marking standards, as well as the standard of presentation of student work/files; and to award student grades.

4. Resources and Facilities Management

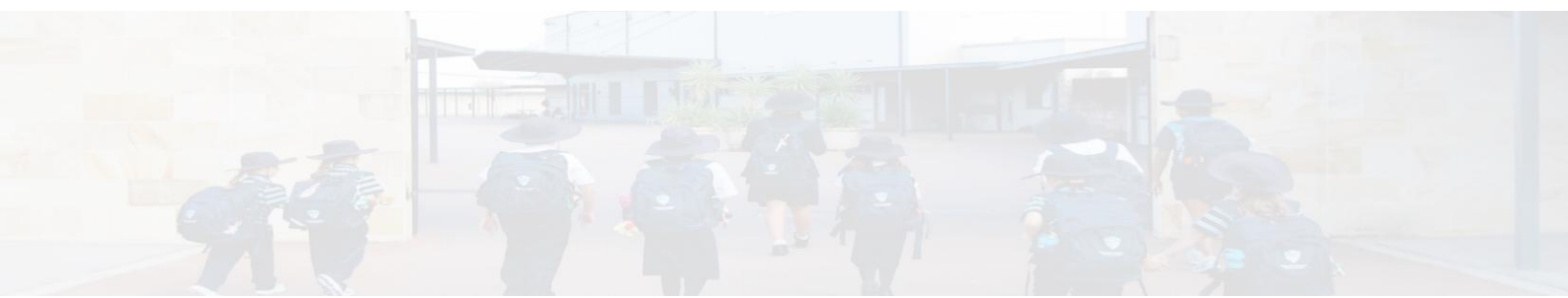
- i. To manage the Learning Area's budget as approved by the Principal and to maintain an up-to-date inventory of teaching aids, reference materials, equipment and furniture, if applicable.
- ii. To oversee the good order, cleanliness, storage and good repair of facilities, equipment, reference materials and teaching resources.
- iii. In consultation with the Head of Curriculum, to promote the professional development of staff.
- iv. To help staff bring about quality student learning outcomes by developing a range of effective teaching strategies.
- v. To work collaboratively with staff in developing effective learning strategies for students.
- vi. To coordinate the work of the Learning Area staff through meetings.
- vii. To be responsible for the formative appraisal of Learning Area staff as required.

5. Administrative Responsibilities

- i. To carry out all administrative responsibilities associated with curriculum management, staff management and resources and facilities management.
- ii. To contribute to the formation of School policy through membership of the Middle Leadership Team.

6. Teaching Responsibility

- 6.1 The Learning Area 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;
 - 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;





Serpentine Jarrahdale Grammar School

Integrity Humility Community

- 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
- 6.2 The Learning Area 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;
 - vii. working closely with the Year Coordinators; and
 - viii. performing extra-curricular duties.

Experience

- A minimum of 5 years teaching experience.

III. 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 Learning Area Coordinator allowance.
3. **Tenure** A first period of 12 months commencing 1st January 2017 and subject to the satisfactory appraisal re-appointment for 3 x 3 year terms.

