



JUNIOR SCHOOL EARLY STAGE/STAGE 1 COORDINATOR

JOB DESCRIPTION

Context

Macquarie College is an integrated Preschool to Year 12 co-educational campus. It is renowned for its focus on student and staff wellbeing, high academic standing, and its cultural and sporting pursuits. Our mission is to make Macquarie College a centre of Christian Education, which promotes the balanced development of every student, building a community of faith, which seeks to know, experience and share Jesus Christ. The high priority given to Christian values and personal discipline and the open and natural setting of the College makes it a highly desirable learning environment.

Responsible to:

1. Head of Junior School
2. College Principal
3. Seventh Day Adventist Schools (NNSW) Ltd

Terms of Employment: In accordance with the Teachers School Staff Enterprise Agreement (2018-2021), Seventh-day Adventist Schools (NNSW) Ltd.

Employment Conditions:

Employment at the college is subject to, and inclusive of, the following conditions:

- A successful 'Working With Children Check' prior to commencing employment
- A three month probationary period
- An annual review with the reporting supervisor
- Adherence to the Staff Code of Conduct
- Adherence to the College Professional Dress Code
- Other conditions as determined by the terms of the Teachers' School Staff Enterprise Agreement and applicable College policies.

POSITION SUMMARY

As well as adhering to the criteria and key tasks outlined in the [Classroom Teacher Role](#) additional duties for the Junior School Early Stage/Stage 1 Coordinator include:

KEY RESPONSIBILITIES

Key Tasks

1. Build, inspire, motivate and advise Stage members
2. Assume a pastoral care role for Stage members that enhances the spiritual lives of colleagues and students.
3. Assist in coordinating and updating all aspects of Junior School curriculum development, implementation, documentation and policy formation
4. Support and advise on policy formation for the Junior School
5. Meet with HOJS at weekly Stage Coordinators' meetings
6. Contribute to building the Coordinator's meeting agenda each week
7. Fulfill 'Coordinator Chair' on a term-by-term roster
8. Represent Stage member views and opinions regarding Junior School teaching practice and curriculum development
9. Chair Stage meetings to address the following: curriculum implementation and programming, feedback from Student Representative Council meetings, making collective decisions for stage activities/issues and discussing any aspects of the Stage that need advice or review.
10. Ensure minutes are recorded at each Stage meeting and saved on the Google team drive
11. Liaise with HOJS on any issues arising within their stage
12. Supervise teacher curriculum programming
13. Assist with proofreading student mid-year and final reports
14. Coordinate subject initiatives for extra and co-curricular activities
15. Supervise Stage purchasing, monitor spending and assist with budgeting. Liaise with Stage teachers and HOJS for Key Learning Area budgets
16. Ensure that the Stage complies fully with WHS requirements
17. Coordinate Stage member participation in the preparation for Stage concerts
18. Supervise and mentor allocated teachers with working towards NESA accreditation
Support teachers throughout the documentation process through to TAA stage
19. Ensure professional dress code and required footwear are maintained
20. Participate in, and support the staff appraisal program

Teaching Load

1. Fulfill class loadings as allocated
2. Staff, parent and professional meetings as required
3. Undertake ongoing professional learning
4. Supervision duties as allocated
5. Extra-curricular and co-curricula responsibilities as negotiated with school leadership

ESSENTIAL CRITERIA

1. Ability to contribute value to the educational strategic plan for the school
2. Evidence of positive relationships with parents, staff and the community
3. Positive communication and interpersonal relationship skills
4. Commitment to working collegially with administration, staff, students and the Macquarie College community
5. Ability to use assessment and data to improve student learning
6. Demonstrated commitment to quality teaching and learning
7. Effective and efficient organisational and management skills

ADDITIONAL REQUIREMENTS

Relationship to Administration

1. Assist the College administrators in the operation of the school, particularly in matters relating to academic organisation and planning, policy review and important decisions affecting day-to-day operations
2. Support Macquarie College policies and ensure staff within the Stage adhere to College policies
3. Make constructive contributions to the work of College Administration
4. Assist in developing and maintaining a strong and positive school tone

Relationship to Colleagues

1. Act in a professional and cordial manner toward fellow teachers.
2. Monitor the welfare of staff in their department
3. Develop team building where staff members are valued, support is encouraged and effective communication takes place.

Relationship to Students

1. Consider the welfare of students of high priority
2. Hold in professional confidence the ideas, needs, weaknesses and failures of students

3. Maintain a professional relationship with all students, characterised by trust, respect and understanding
4. Be familiar with the responsibilities of teachers in relation to professional conduct and mandatory reporting

Relationship to the Macquarie College Community

1. Periodically report to parents/guardians on the progress of students
2. Send to parents, prior written notice of all activities involving parent support and/or participation
3. Provide reports for newsletters and the College Council when required

Workplace, Health and Safety Responsibilities

1. Participate in the development of a safe and healthy workplace
2. Comply with instructions given for the safety and health of all stakeholders, adhering to safe work procedures
3. Write Risk Assessments for activities and excursions when required
4. Cooperate with the school management in its fulfillment of legislative obligations
5. Take reasonable care to ensure their own safety and health and, that of all stakeholders, and abide by “duty of care” protocols provided for in the legislation
6. To report any injury, hazard or illness immediately, where practicable, to administration
7. Not willfully or recklessly interfere with safety equipment
8. Not place others at risk by any act or omission

APPLICATION PROCESS

Applications close: 4 pm, Friday 21 September 2018.

- Written applications may be forwarded to The Principal, Macquarie College, PO Box 517, Wallsend, NSW, 2287. Written applications must be marked confidential and quote the position title;
- Online applications may be emailed to employment@mc.nsw.edu.au;
- Please provide a Letter of Interest, CV with details of all qualifications and experience, a statement addressing Essential Criteria, and the contact details of three referees.

For further information about the position, contact the College on (02 4954 6222).

For further information about the College visit our website

www.macquariecollege.nsw.edu.au.