



## English Faculty Coordinator

*'Inspiring Minds, Hearts & Spirits'*

Red Bend Catholic College Forbes, located in a peaceful rural setting with state of the art facilities, is seeking dynamic staff who will Inspire Minds, Hearts and Spirits. If you are passionate about making a difference in the lives of students, then we encourage you to join our Catholic Marist community.

Red Bend Catholic College is currently seeking an English Faculty Coordinator commencing 2024.

## **The Benefits**

- A part of a vibrant, inclusive and thriving rural community.
- Competitive remuneration.
- Relocation incentives are available
- Ongoing professional development and training.
- A safe, caring and supportive work environment.
- Time allowance and support for beginning teachers.
- A highly collaborative and supportive environment for early career and experienced teachers.

## **How to apply**

Applicants should forward a written application including a cover letter and a personal and professional resume, giving details of background and experience.

Applicants must complete the Red Bend Catholic College form and return this with their application, including any relevant documentation.

Applicants will be required to have NESA accreditation to teach in NSW and a NSW Working with Children Check. Red Bend Catholic College is committed to child safety through the Marist Schools Australia Child Safeguarding Standards.

Please apply by email to **[employment@redbendcc.nsw.edu.au](mailto:employment@redbendcc.nsw.edu.au)**

## **Privacy**

Red Bend Catholic College, as part of the recruitment process, will be collecting information about you. This information will be included in the recruitment file, and will be read by Administration and Executive Staff, and members of the interviewing panel.

## **Equal Employment Opportunity**

The College aims to ensure fair, equitable and non-discriminatory consideration for all applicants, regardless of sex, ethnic or racial origin, or physical disability.

## **Selection Criteria**

### **ESSENTIAL CRITERIA - The successful candidate will:**

- Have recognised Tertiary Educational Qualifications.
- Have a willingness to support the Catholic Ethos of the College, its Marist and Mercy Charism and the Vision of Red Bend Catholic College (please see [www.redbendcc.nsw.edu.au](http://www.redbendcc.nsw.edu.au))
- Have a passion for teaching the relevant subject area(s).
- Demonstrate effective leadership in school community.
- Demonstrate ability to work with Executive and colleagues to achieve vision, goals and strategies of the school and the faculty.
- Demonstrated knowledge and experience of NESA requirements
- Knowledge of contemporary educational issues and requirements.
- Have a passion for leadership and relevant knowledge in the relevant subject area/s
- High level interpersonal skills including communication and conflict resolution skills.
- Effective staff supervision and mentoring.
- Demonstrated understanding of requirements of students with special needs.
- Ability to manage faculty so that desired outcomes for students can be achieved.
- A commitment to professional and personal development.
- Demonstrated skills in development and supervision of budget and resources.

### **DESIRABLE CRITERIA - The successful candidate may also:**

- Be able to demonstrate a willingness to be involved in co curricula activities
- Have a Senior First Aid and CPR Certificate.

# **Faculty Coordinator**

## **– POSITION DESCRIPTION**

The Faculty Coordinator is a member of the College Curriculum Team. Faculty Coordinators carry the primary responsibility for the ongoing development and supervision of the curriculum and the quality of teaching and learning that is provided for each student.

Each Faculty Coordinator exercises leadership and management of their Faculty Team which is responsible for the development and implementation of a particular aspect of the College curriculum and the associated teaching and learning function.

As the leader of a particular Faculty Team, the Faculty Coordinator has delegated responsibility from the Principal for the development and articulation of the Faculty Vision, in line with the College Vision, efficient Faculty operation and team leadership. The Faculty Coordinator is expected to ensure that the College Vision is effectively integrated within the courses and classroom management techniques within their faculty.

The Learning Support teacher, Information Resource Coordinator and the Information Technology (IT) Coordinator are invited members of this team also. This inclusion is to ensure that all courses have programs that include the special needs students, information literacy skills and NESA ICT mandatory expectations.

### **ROLE RESPONSIBILITY**

As the delegated leader of a Faculty Team in the College, the Faculty Coordinator is responsible to the Principal through the Director of Curriculum and Staff and Director of Learning, Teaching and Compliance.

### **ROLE ACCOUNTABILITY**

#### **1. Team Leadership:**

- To exercise effective team leadership for the development and support of a cohesive and efficient Faculty Team in line with the organisational structure of the College

#### **2. Climate of High Achievement:**

- To encourage a culture of personal best achievement in student academic performance through the promotion of an effective climate of quality learning, teaching, academic achievement and collaborative relationships between teachers, students and parents

#### **3. Vision:**

- To collaborate with the members of the Faculty Team in the development and articulation of a Faculty Vision, Goals and Strategies for the operation of the (Faculty) Team and the place of the KLA in student learning and development

- To ensure that the members of the Faculty Team have opportunities to develop an understanding of the Faculty Vision and develop appropriate implementation strategies
- To share the Faculty Vision with colleagues in order to collectively strive for a consistency of expectation of students and teachers across all faculties

#### **4. Curriculum Leadership:**

In regard to the teaching and learning that occurs within the department:

- To ensure that all subjects and courses have appropriate programs that are designed to meet the needs of the students and the requirements of NESAs
- To lead the faculty team in the implementation of the ongoing collaborative review of Faculty programs and practices
- To ensure that students in every Faculty course have ample opportunities to achieve the desired outcomes of the course
- To ensure that the members of the Faculty Team are aware of, and compliant with, all NESAs requirements in regard to course specifications, mandatory hours, assessment tasks, assessment criteria and accurate record keeping
- To provide leadership and support to teachers in the development and implementation of a variety of best practice teaching and learning strategies
- To work in collaboration with the Learning Support Team to ensure that teachers have appropriate support to provide students with special needs with effective access to the curriculum and to ensure those students with particular gifts and talents in relation to faculty courses are appropriately identified, supported and challenged
- To implement effective practices within the Faculty for the regular monitoring of student progress and academic standards
- To oversee the follow-up by class teachers of students' results and students who fail to meet the assessment criteria are encouraged to renew themselves academically
- To ensure that all Faculty Team members have the opportunity to engage in processes that are designed to monitor and report on the academic progress of each student, and the academic standard being achieved by the Faculty as a whole
- To oversee courses offered within the Faculty in regard to the provision of appropriate academic challenge for each student
- To ensure that students profile reports reflect syllabus/program desired outcomes
- To work closely with the Coordinator of the Information Resources Centre (Library) and the IT Coordinator to ensure that the Faculty has access to appropriate information resources and ICT support

#### **5. Management and Administration of the Faculty:**

In relation to the operation of the Faculty and the effective support and supervision of Team members:

- To ensure that all new Faculty staff (including casual and part-time staff) members are inducted into the Vision, policies and routines of the Faculty
- To ensure that all Faculty is engaged in the ongoing development and review of Faculty practice

- To ensure that all Faculty staff members are informed about subject specific developments and changes
- To encourage the Faculty staff to engage in appropriate professional development activities to keep them abreast of current developments and best practice in the subject
- To work with each Faculty staff member to ensure that they engage in professional review and development, and develop and implement their own professional development plan
- To meet with each member of the Faculty team at least once each year and to visit Faculty members' classrooms where appropriate
- To check the teachers' use of programs and central registers and the validity of the recorded information
- To collaborate with all Faculty staff members to ensure that they are adequately supported in their development and application of appropriate and effective classroom teaching and management practices
- To facilitate regular Faculty meetings
- To participate in the College budget process
- To ensure that current booklists and stationery lists are developed for each subject
- To participate in the process of allocating students and teachers to classes where appropriate
- To participate in the selection process for the appointment of new Faculty staff
- To work in collaboration with classroom teachers the Deputy Principal and the relevant House Coordinator to address student management issues
- To supervise the work of ancillary staff working in the Faculty where appropriate
- To work with Faculty staff to ensure that occupational health and safety requirements and practices are met as they particularly apply to the work of the Faculty (including the safe storage of chemicals)
- To prepare submissions for Specific purpose funding and the subsequent accountability reporting in consultation with other relevant stakeholders in the College
- To manage faculty resources, storage and teaching spaces
- To oversee excursions, field trips, external bookings and the use of guest speakers in line with school policy
- To ensure that students are provided with accurate and relevant subject information and guidance so they can make informed subject choices
- Liaise with the Director of Curriculum and the Principal in relation to course viability and (alternate) delivery
- To oversee the accuracy and appropriateness of teachers reporting
- Oversee the cleanliness and maintenance of the College infrastructure

### **SPECIAL REQUIREMENTS**

The nature of this position is such that the Faculty Coordinators may be required outside the "normal" office/college hours to support the Principal in various forums and to attend meetings and presentations whenever necessary.

# Teacher

## – POSITION DESCRIPTION

<b>Position Title:</b>	Teacher
<b>Reports to:</b>	Principal through Faculty Coordinator
<b>Location:</b>	Red Bend Catholic College College Road, Forbes
<b>Enterprise Agreement:</b>	NSW Catholic Independent Schools (Teachers – Model C) Multi-Enterprise Agreement 2020

### ROLE ACCOUNTABILITY

The primary focus of the Teacher is the education of the students.

The Teacher is responsible for creating a positive and disciplined learning environment:

- In the classroom
- In Co-curricular activities
- In interacting informally with students

They are responsible to the Principal through the Faculty Coordinator.

### ROLE RESPONSIBILITY

- Understanding and promoting the Marist and Catholic ethos of the College, participation in the liturgical life of the College, and modelling of appropriate standards of behaviour.
- Demonstrate knowledge, competence and confidence in the relevant subject discipline.
- Well prepared and varied lessons, which cater to the range of student abilities and interests.
- Demonstrating commitment to teacher professional development
- Conducting oneself in a professional and appropriate manner in the classroom and school environment, when representing the school and in a personal capacity.
- Carefully following the NESA Syllabus Documentation, preparing scope and sequence statements, programs and planning lessons according to this documentation.
- Keeping a record of their curriculum delivery (e.g. A teacher's chronicle / day book or similar) and having it available for perusal and discussion by the Faculty Coordinator, Director of Curriculum and Staff or Director Learning, Teaching and Compliance.
- Keeping registers for the classes taught up to date as well as evaluating units of work at their conclusion.
- Being conversant with any requirements for examinations and assessments.
- Recording and maintaining students' assessment levels during the course of the year and preparing reports on student's progress as required

- Student supervision, when and where required
- Support House Coordinators and the Leadership of the College in student management
- Maintaining a classroom environment conducive to learning.
- Attending briefing sessions, general staff meetings, Faculty and House meetings as required.
- Ensuring that any equipment used is pre-booked, cared for and returned in good order.

**The teacher as a professional with statutory duties as well as an employee with common law duties to their employer:**

A teacher must understand and comply with the statutory duties associated with their profession. In addition, a teacher employed by Red Bend Catholic College has various common law duties to their employer. To this end, the teacher should:

- Be familiar with the provisions of legislation relevant and applicable to their designated responsibilities.
- Comply with their duty as a mandatory reporter of children at risk of harm under Section 27 of the Children and Young Persons (Care and Protection) act 1997 (NSW)
- Comply with the Workplace Health and Safety Act 2011 including the obligation for employees to co-operate with employers in their efforts to comply with occupational health and safety requirements.
- Comply with reasonable directions given by a supervisor or Principal and adhere to guidelines concerning the performance of their duties.
- Perform their duties efficiently and effectively and with honesty, integrity, and fairness at all times; perform all their work with reasonable competence and skill.
- Render faithful service to their employer and not willfully damage their employer's interests.
- Use information gained in the course of employment only for proper and appropriate purposes.
- Comply with all College workplace policies, including, but not limited to, any Code of Professional Conduct for School employees or similar policies, as well as policies such as Bullying and Harassment policies and internet and email policies.
- Commit to the development of a climate and culture of the workplace aligned to the ethos of a Catholic school.
- Collaborate in the development of school plans, policies and programs as directed.
- Use system resources economically.