

Coordinator of Learning and Assessment (Senior School)
Permanent Full-time

ABOUT THE POSITION

The Coordinator of Learning and Assessment (Senior School) supports the Principal in exercising leadership of the Shellharbour Anglican College community. The person will contribute significantly in developing the College as a centre of quality teaching and learning through a focus on helping senior school staff utilise innovative pedagogical practice as well as tracking student engagement and learning. The Coordinator of Learning and Assessment will work alongside the Head of Senior School and the Coordinator of Professional Practice to ensure the implementation of the College *Learning for Hope Framework* in the Senior School.

The Coordinator of Learning and Assessment works as a member of the Senior School Executive (7-12), reporting directly to the Head of Senior School. This role focuses on learning, assessment and student engagement to enhance student growth and includes some curriculum administration and compliance. This role will be paid at or above a Leadership Level 2, dependent upon experience and qualifications, and have a teaching load of approximately 0.4 in their subject area.

ABOUT YOU

An energetic and authentic educator, committed to fostering a deep love of learning in students, you will have a personal Christian Faith demonstrating a commitment to Christian teaching practice. You will have the ability to integrate an authentic Christian worldview into your classroom teaching and set appropriate academic and behavioural expectations, and to lead others in these areas. You will demonstrate passion for teaching and learning as well as for differentiated learning and assessment that caters to the individual needs of all students.

Applicants will be willing to seek opportunities to contribute to the life of the College beyond their particular area of responsibility.

KEY AREAS OF RESPONSIBILITY:

1. Community Leadership
2. Executive Leadership
3. Educational Leadership
4. Administrative Leadership

1. COMMUNITY LEADERSHIP

The Coordinator of Learning and Assessment collaborates with the Principal, the Deputy Principal and the Heads of Junior and Senior School in the continuing development of the Christian ethos of the College and in the fostering of a cohesive school community:

- Contributing to the development of the Christian ethos, including shared leadership in Assembly and Chapel;
- Promoting harmonious and cooperative relationships between staff members and students;

- Communicating effectively with students, staff and parents, both verbally and in written form;
- Representing the College and/or Principal at relevant functions;
- Working collaboratively with members of the College

2. EXECUTIVE LEADERSHIP

The Coordinator of Learning and Assessment provides leadership that gives expression to the mission of the College:

- Displaying loyalty to the Principal and a high level of confidentiality;
- Keeping the College Executive informed of curriculum development, assessment, reporting and student learning;
- Initiating discussion and fostering enthusiasm for curriculum matters and student learning;
- Contributing to strategic planning in relation to curriculum development;
- Demonstrating considerable listening, mediation and negotiation skills;
- Working with the Coordinator of Professional Practice to support the induction of new staff and with particular attention to supporting new scheme teachers;
- Supporting the pastoral care and behaviour management policies of the College;
- Undertaking appropriate professional development and maintaining membership of appropriate professional organisations;
- Exhibiting outstanding classroom teaching practice.

3. EDUCATIONAL LEADERSHIP

The Coordinator of Learning and Assessment collaborates with the College Executive in the continuing development of the College as a centre of innovative evidence informed teaching and learning:

- In conjunction with the College Executive, creating and maintaining an environment where exceptional teaching and learning is highly valued;
- Working with the Head of Senior School and Coordinator of Professional Practice in ensuring the College Learning for Hope framework drives the learning and assessment in the Senior School;
- Collaborating with the Head of Senior School and Coordinator of Professional Practice to innovate a unique range of learning opportunities and programs to cater for a diverse range of learners
- Keeping informed of curriculum development, pedagogy, learning theory and practice, and communicating with staff, students and parents as appropriate;
- Keeping informed of the impact of emerging technologies, including AI, on learning and assessment practices and innovating accordingly;
- Leading and coordinating an integrated and innovative approach to elearning and the development of College's online learning platform
- Giving direction to staff in the interpretation, development, implementation and evaluation of the secondary curriculum;
- Leading and mentoring Faculty Coordinators

- Fostering collegiality among faculty coordinators;
- Supporting faculty coordinators in leadership development and maintaining outstanding standards of teaching practice;
- Leading effective assessment and reporting procedures in the Senior School, addressing the impact of emerging technologies and AI in these areas;
- Utilising data-informed practice to analyse a range of student performance data with a view to improving student learning engagement and outcomes and provide feedback about pedagogical practices;
- Working with the Head of Senior School to mentor coordinators and staff to build professional culture.
- Supporting the Diverse Learning staff in supporting the learning needs of all students;
- Developing strategies and promoting initiatives that enhance the integration of the P-12 curriculum.

4. ADMINISTRATIVE LEADERSHIP

The Coordinator of Learning and Assessment collaborates with the Principal, the Deputy Principal and the Head of Senior School in the effective and efficient administration of the College:

- Supporting the Coordinator of College Organisation and their processes to ensure compliance with NESA requirements;
- Collaborating with the College Executive to target professional development opportunities that align with the College strategic vision and curriculum requirements
- Ensuring that programmes and relevant curriculum documentation is compliant, kept up to date and is accessible to staff by conducting regular reviews.
- Monitoring the implementation and evaluation of new programmes;
- Promoting professional development opportunities for teaching staff;
- In conjunction with the Head of Senior School, organising Information Evenings and coordinating student subject selection and change, including the development of relevant handbooks and assessment schedules;
- In conjunction with the Head of Senior School and the Coordinator of College Organisation in overseeing examination activities in the Senior School;
- Ensuring the secure collation of assessment records and ensuring currency of those records;
- In conjunction with Faculty Coordinators, overseeing the determination of academic awards for Presentation Night;
- Monitoring students enrolling in external institutions;
- Planning and managing any recurrent budgets and resources that are agreed to be directly related to this leadership position;
- Contributing to determinations of staffing and the development of the timetable;
- Provision of material to the Principal for annual reporting documents;

- Other reasonable duties as requested by the Principal.

KEY SELECTION CRITERIA

- Strong personal Christian faith demonstrated through regular attendance and active engagement in a Bible-based Christian church.
- Ability to lead and communicate that faith effectively to the College community both in word and in action;
- Demonstrated ability to provide dynamic and proactive educational leadership and management in student learning development and contemporary teaching pedagogies;
- Ability to inspire commitment and enthusiasm among staff in developing a professional learning community;
- The skills to lead and manage in a consultative and collaborative way and to demonstrate high-level interpersonal skills in communication, liaison and negotiation;
- A knowledge and understanding of current theory and practice in relation to student learning development and tracking;
- A knowledge and understanding of current theory and practice in relation to effective teaching pedagogies;
- The experience and skills to analyse, plan, implement and evaluate policies and programs;
- Relevant tertiary teaching qualifications and evidence of an ongoing commitment to personal professional development;
- Ability and energy to work as part of a dynamic College leadership team and promote teamwork at all levels;
- Recognition as an outstanding classroom teacher;
- Experience as a leader within a school and/or similar educational environment;
- A knowledge and understanding of contemporary issues confronting education in Australia and their implications for continuous school improvement at Shellharbour Anglican College;
- Strategic vision in education, particularly across P-12 in a Christian context;
- Experience teaching at HSC level will be an advantage, where appropriate;
- A person committed in their professional career yet balanced in their personal life.

No role description can capture the complexity of working in a college as such this is a guide and is not intended to be an exhaustive or exclusive list of duties for this position. It is subject to change with evolving needs and will include other duties as they arise.

ABOUT SHELLHARBOUR ANGLICAN COLLEGE

Shellharbour Anglican College is a leading Prep to Year 12 school, just south of Wollongong on NSW South Coast. We are one of nineteen schools currently operating under the banner of The Anglican Schools Corporation (TASC). Shellharbour Anglican College strives to

provide a caring, holistic education, equipping individuals with personal excellence and Christian integrity. Pastoral Care isn't a buzz word at Shellharbour Anglican College, it's what we do. The

distinctives of teaching and working at Shellharbour are the excellent academic programs, the stimulating teaching and technology-rich environment, the nurturing pastoral care of individuals, the exciting cocurricular opportunities and its strong Christian ethos.

A Shellharbour Anglican College education plants a deep fire within the young people of tomorrow so that they crave challenge, relish deeper learning and develop the courage to explore opportunity and make a positive difference in their community and beyond.

APPLICATIONS CLOSE: Friday 6 November, 5PM

CHILD SAFETY

Shellharbour Anglican College is committed to child safety. All members of staff are required to comply with applicable child protection and are responsible for ensuring that the College's Child Safe policies, procedures, and programs are at the forefront of all we do. As such, all members of staff are expected to satisfy WWCC child protection screening and adhere to the College's Child Safe Policy and Code of Conduct.

WHS

Shellharbour Anglican College acknowledges that the health, safety and wellbeing of people and the provision of a safe working and learning environment are central to the values of the College. All members of staff are expected to adhere to and implement safe work practices and procedures in accordance with college policies and undertake annual WHS training.

PAY AND CONDITIONS

Employment will be subject to the provisions of the Independent Schools NSW/ACT (Teachers) Cooperative Multi Enterprise Agreement 2025 or any industrial agreement that replaces that award.

