



STATEMENT OF DUTIES

TITLE:	Assistant Co-ordinator – The Arts [Maternity Leave position]
INCUMBENT:	
REPORTS TO:	Head of Faculty, The Arts
SUBORDINATES:	All members of the Pittwater House staff who teach Music, Drama and Visual Arts – K-12
LIAISON WITH:	Director of Studies Deputy Director of Studies Head of Learning resources and gifted and talented
PHILOSOPHY	<p>The Assistant Co-ordinators are accountable for subject-specific content and programming and have the broad responsibility for administrative aspects that assist the Head of Faculty to lead their staff, teaching and learning practice. The Assistant Co-ordinator also has and overview of programmes, curriculum, pupils' progress, pupils' welfare and faculty-wide innovation. The Assistant Co-ordinator is accountable to the Head of Faculty and will be actively engaged with the School Family.</p> <p>Honesty and integrity are the first of the Pittwater House Core Values and are important to staff attitude in the School's administration. Confidentiality of records and information, both personal and corporate, is of paramount importance. In all dealings with parents, pupils, staff and members of the public your approach needs to reflect the high standard and reputation of the Schools and your actions need to be in accordance with relevant laws.</p>
RESPONSIBILITIES	<p>The Assistant Co-ordinator of The Arts Faculty is responsible for the administrative affairs of the Faculty and assisting the Faculty Leader on a day to day basis. He/She is to be 2-i-c to a group of specialists and general teachers, to support strategic plans for a high standard of learning and academic excellence in a K-12 context.</p> <p>Excellent administrative skills are essential and he/she will be helping colleagues with new technology and overseeing innovation in the classroom.</p> <p>The Assistant Co-ordinator of The Arts Faculty must be an excellent communicator, to deliver overall faculty strategies and place the teaching within the K-12 school setting. They must conduct regular briefings and attend meetings to discuss whole of faculty matters. Communication with parents is also essential to encourage pupil progress and to illuminate the subjects within the faculty.</p>
SALARY PACKAGE	Salary aligned to The Pittwater House Schools Limited Teachers Agreement 2007-2010, includes a Co-ordinator 1 Allowance
HOURS	Punctual attendance on every school day and available throughout non-term time for administration and development. Note a period of annual leave is taken only during the Summer Recess period
TERMINATION	In accordance with the TPHS Teachers Agreement
PERFORMANCE REVIEW	The Pittwater House Schools has a structured ongoing performance review programme in place. The Head of Faculty will have their performance reviewed by the Deputy Director of Studies.

DETAILED DUTIES

	Key Words	Duties
1	<i>Learning Goals</i>	<ul style="list-style-type: none"> • capacity building in the pupils studying their subjects, lifting expectations of all pupils and bring great satisfaction to their parents and helping to position Pittwater House in the marketplace • create a positive learning environment which takes into account current educational trends and changing needs; • enthusiasm for education • show innovation in teaching
2	<i>Relations</i>	<ul style="list-style-type: none"> • Excellent relationships with colleagues, pupils and parents and ability to act collegiately
3	<i>Teaching and Learning Environment</i>	<ul style="list-style-type: none"> • hold a teaching load as determined by the Director of Studies • create and implement strategies that will improve the teaching of your subjects throughout the whole school • mentor faculty members in the increasing use of technology and multimedia devices
4	<i>Supporting the Faculty Leader</i>	<ul style="list-style-type: none"> • review the teaching programmes and comment on differentiated learning, authentic learning, gender differences, ICT focused and cross curricular learning • Assist with systems so that TPHS assessment policies are successfully implemented and adhered to in your faculty • seek out and communicate and promote examples of best practice in teaching and learning to staff, students and parents • keep well informed about relevant technological developments and act as the subject-matter champion to promote the appropriate use of technology within faculty • be dedicated towards the ethos and values of the school • help in providing a vision and innovative ideas on the direction that the school and particularly the Creative Arts Department should be going
5	<i>Administration</i>	<ul style="list-style-type: none"> • writing/checking programs/units of work • Assist staff with the writing and review of programs from K-12 in their specialist area • Checking programmes/registers are up to date each term (K-12) • Check spreadsheets and calculations of marks are correct • Check reports K-12 (half to be done by Co-ordinator, half by Deputy Co-ordinator)
6	<i>External tutors administration</i>	<ul style="list-style-type: none"> • liaison with visiting specialists (peripatetic music tutors, visiting artists, people leading drama workshops etc.) • supervision and maintenance of specialist equipment (kiln, pianos etc.) • maintaining a database of instruments/instrumental music lessons (Microsoft Access)
7	<i>Events</i>	<ul style="list-style-type: none"> • liaising with staff/senior management about major Creative Arts events (Art exhibitions/concerts/drama productions) • assisting to produce running sheets, task allocations and programming for events
8	<i>General Management</i>	<ul style="list-style-type: none"> • support the goals and ethos of Pittwater House • step in as necessary to act as Head of Faculty • contribute the whole school by being a role model in attendance, punctuality, working hard and engaging in a wide range of activities and events at the school

ESSENTIAL CRITERIA

The Assistant Faculty Co-ordinator will:

1. be an accomplished teacher with a proven record of pupil achievement and have experience of teaching K-12 including HSC and Extension (if applicable)
2. Excellent IT skills including Word, Excel, Powerpoint, Access, Internet Explorer and any subject specific software
3. show how he/she has embedded high expectations and the pursuit of excellence as pervasive aspects of school culture;
4. provide evidence of professionalism and ethical behaviour;
5. have demonstrated being a role model for others;
6. display evidence of encouragement to other staff;
7. have a track record of completing professional learning opportunities and have had experience of HSC marking

AGREEMENT:

I hereby agree to maintain the confidentiality of School records in accordance with normal business practice and undertake not to divulge any financial or personal data held by my employer to a third party. I understand my obligations under the Privacy Act I am aware of and understand my obligations under the OHS Act, particularly in relation to my Duty of Care as a member of staff of a School facility that has high risk aspects.

I have read and understood my duty statement and agree to undertake my duties in an efficient and businesslike manner and in accordance with the School's policies and procedures as published from time to time.

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Employee

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for Pittwater House

DATE:

DATE:
