



**Pittwater House**

## POSITION DESCRIPTION

<b>TITLE</b>	Coordinator of Gifted and Talented (Leadership Level 1)
<b>REPORTS TO</b>	Principal via Deputy Principal
<b>PERIOD OF EMPLOYMENT</b>	Commencing Term 2 2019 – Earlier start time welcome Full Time - Permanent

### POSITION OVERVIEW

#### *Liaison with*

1. Deputy Principal
2. Heads of School
3. Coordinator of Learning Enrichment
4. Director of Staff Development
5. Staff
6. Parents

#### *Philosophy*

The care of and interest in the individual student is one of the most important aspect that differentiates Pittwater House from other education institutions. Differentiating between the sexes and maximising the needs of each gender is a core aim of Pittwater House Schooling.

Providing the students with an academic, relevant, global, 21st century educational experience that encourages the use of technology and critical thinking skills is central to the Pittwater House service.

Honesty and integrity are the first of the Pittwater House Core Values and need to be reflected in staff attitude towards all areas of the school. Confidentiality of records and information, both personal and corporate, is of paramount importance. In all dealings with parents, students, staff and members of the public your approach needs to reflect the high standard and reputation of the School and your actions need to be in accordance with relevant laws.

## ESSENTIAL CRITERIA

### *Teaching and Learning*

A Pittwater House teacher will create a learning environment that is engaging, promotes and recognises excellence and differentiates for the needs of all students. In particular they will:

- have academic mastery of the subject content they teach
- have proven skills in programing, lesson planning and assessment strategies
- be reflective teachers, continually looking for feedback and lifelong learning opportunities
- embrace the use of technology and other 21<sup>st</sup> century skills into their programs with an understanding of its use in order to improve engagement, differentiation and learning
- recognise the importance of providing differentiated content, assessment and learning strategies in all classes
- be skilled in classroom management and administration
- understand the need to provide effective feedback to students in order to improve their understanding and learning
- maintain effective communication with colleagues, Heads of School and parents
- be an active user of the schools e-learning platform to support learning and communication
- be accomplished in assessment and reporting
- assesses and returns work promptly to students with adequate feedback
- be available for faculty and staff meetings before and after school, where required

### *Gifted and Talented Specific Duties*

The successful applicant will work strategically with key stakeholders to enhance the learning opportunities and outcomes of our high achieving students. They will enhance our current program and offerings, guide and enrich the skills of the teaching staff and help develop a very rich and successful learning environment for the students. They will facilitate collaborative teaching and planning for all students who require extension in the curriculum.

### **Criteria**

The successful applicant will have:

- Ability to assist young people needing extension to participate in the full experience of School life.
- Ability to support teachers in identifying specific enrichment needs of individual students, in order to prepare appropriate adjustments and enhancements in their teaching and learning programs.
- Knowledge and skills to provide students the opportunity to develop personal, social and independent learning skills.
- A high standard of competency and proficiency in classroom practice that reflects an understanding of the diverse learning needs of students.
- Ability to work collaboratively with staff members in implementing individual, small group and whole class learning programs.
- A working knowledge of system processes and support agencies that provide support to students and their families.

- Ability to work with and build capacity of classroom teachers to develop educational plans for students needing extension work.
- Evidence of exemplary written and oral communication skills with students, parents and staff.
- A commitment to ongoing professional learning and a demonstrated passion for education.
- A commitment to actively engaging in and contributing to the implementation of the school's development plan.
- Facilitate appropriate learning opportunities for high ability students
- Ability to carry out diagnostic testing and analysis of data and track process as required
- Implement programs and provisions and organise activities for high ability students

### ***Expected Outcomes***

- Demonstrated support of and respect for the School's vision, values, goals, policies and procedures.
- Delivery of a challenging program for gifted and talented students.
- Provision of IEP's for each gifted and talented student.
- Provision of timely assessments.
- Provision of program training and support to staff.
- Effective day-to-day operation of the program, including demonstrated improvement of systems and processes.
- Effective, positive and cohesive working relationships with all members of the School Community and relevant external bodies.
- Agreed initiatives implemented effectively and key performance targets achieved.
- Timely provision of advice, support and reports to the Deputy Principal.
- Prompt, accurate and professional response to staff, student, parent and external bodies.

### ***Pastoral and Co-curricular Duties***

A Pittwater House teacher will recognise the importance of pastoral care and be actively involved in the program. In particular, they will:

- be allocated a "Form Class" each year (pastoral class)
- be responsible for attendance and following up attendance issues
- promote pastoral care and leadership of the students
- report directly to the Head of the Grammar School or Girls College
- be involved in the pastoral and leadership annual camp
- establish communication links with parents
- maintain and run the pastoral program in the allocated Form time
- attend and participate in assemblies where directed
- be available for co-curricular activities after school and other times where required
- provide appropriate administration and supervision during these activities, where required.

### **Performance:**

There will be a review of the role at the end of the initial term of employment where the incumbent meets with the Executive team.

18<sup>th</sup> December 2018