



**Pittwater House**

## POSITION DESCRIPTION

**TITLE** Assistant Coordinator – Leadership Level 1

**REPORTS TO** Principal via Deputy Principal

Faculty Coordinator

**NATURE OF EMPLOYMENT** Full Time – Permanent

0.2 leadership load allowance

### POSITION OVERVIEW

#### *Liaison with*

1. Deputy Principal
2. Heads of School
3. Director of Studies
4. Director of Teaching and Learning
5. Coordinator of the Department
6. Coordinator of Diverse Learning
7. Staff
8. Parents

#### *Philosophy*

The care of and interest in the individual student is one of the most important aspects that differentiates Pittwater House from other educational institutions. Differentiating between the genders and understanding the needs of each student is a core aim of Pittwater House Schooling.

Providing the students with an academic, relevant, global, 21<sup>st</sup>-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.

### ***Child Protection***

Pittwater House is a child safe environment. The safety, protection and well-being of all students and other children and young persons involved in activities at the School are of fundamental importance. The School actively promotes the safety and well-being of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations, including the National Principles for Child Safe Organisations. The School's Child Protection Policy is available to all existing staff via the policy handbook or upon request.

## **ESSENTIAL CRITERIA**

### ***Role Specific Expectations for Assistant Coordinator***

The Assistant Coordinator will support the Faculty Coordinator in all aspects of leadership and management within the department. Specific duties include:

1. Acting as a delegate for the Faculty Coordinator in their absence, ensuring continuity of leadership at meetings, parent interviews, and other key responsibilities.
2. Demonstrating and promoting evidence-based teaching and learning practices that align with the School's strategic learning priorities, including the integration of technology, deep learning, and explicit instruction.
3. Supporting the Coordinator in leading professional dialogue within the department, mentoring colleagues, and contributing to the planning and facilitation of Faculty Professional Learning.
4. Taking leadership of designated operational areas, as allocated by the Coordinator, which may include:
  - a. Assessment design, task notifications, marking schedules and registers
  - b. Curriculum documentation and program review
  - c. Use and management of digital platforms (e.g., Canvas)
  - d. Excursion and incursion organisation
  - e. Faculty administration, such as meeting agendas and minutes
  - f. Budget management
5. Supporting effective communication between the Faculty, students, parents, and colleagues regarding programs, assessments and events.
6. Assisting the Coordinator in implementing the Faculty's strategic goals, contributing to continuous improvement in teaching, learning and student engagement.

### ***General expectations for staff at Pittwater House***

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

Have appropriate qualifications in education and be registered and comply with NESA requirements

1. Full-time Senior School Teachers will be allocated up to 45 periods a fortnight for face-to-face classes.
2. Maintain a valid Working with Children check approval number
3. Have academic mastery of the subject content they teach
4. Have proven skills in programming, lesson planning, assessment and reporting strategies
5. Be reflective teachers, continually looking for feedback and learning opportunities
6. Embrace the use of relevant resources and strategies to improve student agency, engagement, differentiation and learning
7. Recognise the importance of providing differentiated content, assessment and learning strategies in all classes
8. Be skilled in classroom management and administration
9. Understand the need to provide effective feedback to students in order to improve their understanding and learning
10. Maintain effective communication with colleagues, Heads of School and parents
11. Be an active user of the school's e-learning platform to support learning and communication
12. Assess and return work promptly to students with adequate feedback
13. Be available for faculty and staff professional learning, before and after school, where required
14. Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and wearing appropriate professional attire
15. Take an active interest in the general life of the School - supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation of, and promote a high quality of education within, the School
16. Maintain professional confidentiality concerning information about staff and/or students and their families.
17. Act as a member of a team, developing and supporting the philosophy and ethos of the team
18. Ensure that all documents are prepared and presented in accordance with the School's Style Guide
19. Attend and participate in assemblies where directed.
20. Undertake other roles as determined by the Principal.

***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 may:

1. Be allocated a “Form Class” each year (pastoral class).
2. Be responsible for attendance and following up on attendance issues.
3. Promote pastoral care and leadership of the students.
4. Report directly to the Head of the Grammar School or Girls’ College.
5. Be involved in the pastoral or leadership annual camp. This will involve participation in Camps, which could be up to 4 nights in length.
6. Maintain and run the pastoral program in the allocated Form time.
7. Attend and participate in assemblies where directed.
8. Be available for co-curricular activities after school and other times when required.
9. Provide appropriate administration and supervision during these activities, where required.

**Performance:**

The successful applicant will be reviewed ongoingly in accordance with the NESA Teaching Standards and the School’s Code of Conduct.