



Pittwater House

POSITION DESCRIPTION

TITLE TAS Coordinator – Leadership Level 2

REPORTS TO Principal via Deputy Principal

Faculty Coordinator

NATURE OF EMPLOYMENT Full Time – Permanent

0.4-time 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, 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.

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.

ABOUT THE POSITION

The Coordinator of TAS leads the growth, innovation, and excellence of the TAS Faculty, covering areas such as Design and Technology, Food Technology and Mandatory Technology.

The Coordinator provides leadership in curriculum development, staff mentoring, and the integration of contemporary pedagogy and technology. They are responsible for ensuring high-quality teaching and learning, strong HSC outcomes, and student engagement across K–12 TAS pathways.

KEY RESPONSIBILITIES***Departmental Leadership***

- Lead improvement, innovation, and change in the TAS Faculty.
- Provide leadership, motivation, and support to TAS staff, fostering collaboration and professional growth.
- Conduct annual faculty reviews of external and internal assessment results, using data to drive improvement.
- Ensure TAS teaching programs align with NESA requirements and School priorities.
- Promote and model safe practices in all TAS specialist learning spaces, ensuring compliance with WHS and risk management obligations.
- Support the implementation of whole-school initiatives, including explicit teaching and the integration of digital technologies.
- Lead incursion, excursion and bespoke event management and administration.

Curriculum and Student Learning

- Oversee curriculum planning, scope and sequence, assessment, and reporting across all TAS subjects.
- Lead innovation in the use of resources, technology, and project-based learning approaches.
- Support differentiation and enrichment opportunities.
- Engage parents in student learning, providing timely and effective communication.
- Foster an inclusive and aspirational learning environment where students are supported to excel.

Staff Development

- Mentor and coach TAS staff, providing regular feedback and professional learning opportunities.
- Support NESA accreditation processes, staff appraisals, and performance development goals.
- Actively build faculty capacity through involvement in School professional learning programs.
- Encourage participation in external networks, professional associations, and subject-specific conferences.

Resource and Risk Management

- Manage TAS budgets, resources, and equipment, ensuring cost-effective and sustainable practice.
- Oversee the safe use of workshops, kitchens, textiles rooms, and technology facilities.
- Liaise with IT and Facilities teams to ensure TAS resources and equipment are maintained and up to date.

School Contribution

- Contribute as an active member of the curriculum leadership team to whole-school educational policy and strategy.
- Showcase TAS learning and student achievement through School publications, exhibitions, and community events.
- Actively participate in School life, supporting co-curricular and pastoral care programs.

ESSENTIAL CRITERIA

- Appropriate tertiary qualifications in Education and NESA accreditation.
- Expertise in at least one TAS discipline, with the capacity to lead across all TAS subject areas.
- Demonstrated success in leading teaching and learning with a record of strong student outcomes.
- Proven skills in faculty leadership, curriculum design, and assessment practice.
- Strong organisational and communication skills.
- Commitment to student wellbeing and child-safe practices.
- Capacity to manage resources, budgets, and WHS obligations in TAS contexts.
- Experience in mentoring and developing staff.

Desirable

- Postgraduate qualifications in Education, Leadership, or TAS specialisation.
- Experience in industry partnerships.
- Demonstrated innovation in digital technology integration.

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.