The Role of Studies Coordinator
St Patrick’s College Strathfield

INTRODUCTION:

The position of Studies Coordinator is a Middle Management position of responsibility within the College. The Studies Coordinator is a member of the Curriculum Team. The appointment of a person to this position within St Patrick’s College is made by the College Headmaster.

BASIC ROLE PURPOSE:

The Studies Coordinator, as a pre-eminent teacher, leads a delegated group of teachers in the pursuit of excellence in all areas of teaching and learning including content knowledge, teaching methodology, classroom management, assessment and reporting and professional development.

Work within the role of Studies Coordinator will be consistent with the vision of Edmund Rice Education Australia (EREA), the Mission Statement of the College and with Catholic teachings, principles and values.

ACCOUNTABILITY:

The Studies Coordinator is accountable to the Headmaster of the College and reports to the Headmaster through the Director of Curriculum.

The Studies Coordinator is a 2 point paid position with 2 point equivalent release time. The Studies Coordinator is subject to the College Middle Management Appraisal Process.

The Studies Coordinator position is usually reviewed in the second year of the initial appointment and then in the final year of contract if a further term is offered.
Role Expectations:

1 Gospel Spirituality: We invite all people into the story of Jesus and strive to make his message of compassion, justice and peace a living reality within our community.

1.1 Contributing to the development of the College’s Catholic culture and the promotion of Christian values through personal witness.
1.2 Providing leadership in achieving the mission of the College.
1.3 Promoting the four Touchstones of the Charter for Catholic Schools in the Edmund Rice tradition.
1.4 Promoting and supporting Religious Education and Formation.
1.5 Integrating Gospel Values and principles across the curriculum.
1.6 Modeling the Gospel values of forgiveness, reconciliation and Restorative Justice by the manner in which conflict is resolved.

2 Liberating Education: We open hearts and minds, through quality teaching and learning experiences, so that through critical reflection and engagement each person is hope-filled and free to build a better world for all.

2.1 Demonstrating excellence as a classroom teacher.
2.2 Providing leadership in regards to the pedagogy of teaching, learning and assessment.
2.3 Interpreting, planning and developing Curriculum programs.
2.4 Leading in the differentiation of the Curriculum in liaison with Learning Support Team, in the promotion of an inclusive education for all students.
2.5 Taking responsibility, collaboratively with Learning Support Team, for the moderation of assessment tasks for students with specific needs.
2.6 Establishing and supervising procedures to ensure regular registration of teaching/learning programs.
2.7 Coordinating and managing appropriate assessment, recording and reporting procedures.
2.8 Conducting regular reviews of student workbooks for marking and meaningful feedback provided by classroom teacher.
2.9 Interpreting and evaluating academic data to enhance individual and school results.
2.10 Conducting regular reviews of Curriculum offerings, assessment and reporting procedures.
2.11 Demonstrating and communicating a thorough knowledge of Board of Studies requirements for Stages 3-6.
2.12 Supervising the adherence to all legal and statutory requirements relating to curriculum.
2.13 Modeling and providing collegiate support for teachers.
2.14 Assisting in the on-going development and evaluation of staff.
2.15 Assisting and challenging teachers to be proficient and competent classroom practitioners.
2.16 Contributing to a school environment that is conducive to effective learning.
2.17 Contributing to a culture of Professional Development.

3 **Inclusive Community**: Our community is accepting and welcoming, fostering right relationships and committed to the common good.
3.1 Promoting positive staff, student and parent relationships based on and underpinned by the values of honesty, justice, and dignity of the individual.
3.2 Working closely with staff in areas affecting classroom management, efficiency and professional standards.
3.3 Developing programs and communications to assist parents to be more fully informed about the education of their sons.
3.4 Advising pupils and parents on the content of courses within the faculty including choice and the levels of study.
3.5 Assisting in the review and development of the College’s Assessment and Reporting Procedures.
3.6 Maintaining and enhancing faculty morale.
3.7 Attending the Studies Coordinators meetings.
3.8 Contributing to the spirit of welcoming and hospitality within the College.
3.9 Supervising New Scheme Teachers in following the NSW Institute of Teachers accreditation process.
3.10 Providing ongoing professional guidance, support and feedback to staff members of the faculty.
3.11 Assisting in the development of Student Teachers.
3.12 Spending quality time – recess and lunchtimes – in staff room and yard to enable informal access by staff and students.

3.13 Accepting opportunities to engage parents and ex-students in appropriate programs or learning experiences for students.

3.14 Being actively involved in the College’s co-curricular and extra-curricular activities.

3.15 Seeking opportunities to promote the College in the wider community.

4 Justice and Solidarity: We are committed to justice and peace for all, grounded in a spirituality of action and reflection that calls us to stand in solidarity with those who are marginalised and the Earth itself.

4.1 Assisting in the selection of new staff to the College and in the allocation of classes within the faculty.

4.2 Establishing clear goals for the faculty, developing strategies for improvement and systems to evaluate success.

4.3 Coordinating and preparing meaningful faculty meetings and providing minutes to relevant personnel.

4.4 Modeling effective administrative practices that empower others by delegating appropriately.

4.5 Establishing and maintaining effective communication – both oral and written - with all members of the College community and the wider community.

4.6 Submitting annual budgets for approval to Business Manager.

4.7 Evaluating, maintaining and purchasing faculty resources within budgetary constraints.

4.8 Seeking opportunities to reduce waste and promote environmentally friendly practices.

4.9 Monitoring the effective functioning, care and safety of equipment and facilities under the direct supervision of the faculty.

4.10 Monitoring the cleanliness and maintenance of College environment.

Other duties as assigned by the Headmaster