

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Curriculum Coordinator/Teacher
<b>LOCATION:</b>	Shailer Park
<b>REPORTING TO:</b>	Campus Principal
<b>DEPARTMENT:</b>	The BUSY School

### PURPOSE STATEMENT

The primary purpose of the position is to teach and educate students to their educational needs, abilities and attainment potential in accordance with guidelines provided by the Queensland Curriculum and Assessment Authority, additionally the

### OUR VISION

Our vision is to have more young people completing school, more young people in meaningful employment and as a result, exposing more communities to positive change.

### OUR MISSION

Really, understand the needs of our students, our people and our community in doing so, build positive, respectful and productive relationships to maximise engagement, enhance educational achievement and open up a world of career opportunities.

### OUR VALUES

- **Inclusive:** People of all communities coming together as one team for common goals
- **Excellence:** We always strive to exceed
- **Resilience:** Equipped to meet challenges and exceed
- **Integrity:** We act with honesty and sincerity
- **Innovation:** Embracing new ideas and technology to stay ahead of change

### REPORTING

This position reports to the Campus Principal

### PRIMARY DUTIES

- Develop, plan, implement and evaluate curriculum and teaching plans with lessons designed to meet the educational standards of the BUSY Schools young people;
- Conduct research and consult with key collaborators for the purpose of curriculum development;
- Use evaluations and data to make recommendations for how to improve and edit existing curricula on an annual basis;

- Planning, preparing and delivering lessons to all students in the class;
- Teaching according to the educational needs, abilities and achievement of the individual students and groups of students;
- Adopting and working towards the implementation of the school operational plan;
- Assigning work, correcting and marking work carried out by the students;
- Assessing, recording and reporting on the development, progress, attainment and behaviour of the students;
- Providing or contributing to oral and written assessments, reports and references relating to individual students or groups of students;
- Participating in arrangements within an agreed state-wide framework for the appraisal of students' performance;
- Promoting the general progress and well-being of individual students, groups of students or class entrusted to him/her;
- Providing guidance and advice to students on educational and social matters and on their further education and future careers; providing information on sources of more expert advice;
- Communicating, consulting and co-operating with other members of the school staff, including those having posts of special responsibility and parents/guardians to ensure the best interest of students;
- Reviewing and evaluating one's own teaching and learning strategies, methodologies and programme/s in line with The BUSY Schools guidelines;
- Advising and co-operating with the Principal and other teachers in the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral care arrangements;
- Ensuring high standards of professional practice and quality of teaching and learning of the subject/s. Through effective dialogue, participating in reciprocal peer review and observation of class teaching practice by the Principal and other teachers;
- Participating in In-Service education and training courses as well as in continuing professional development (CPD) opportunities;
- Maintaining good order and discipline amongst students under one's care and safeguarding their health and safety at all times;
- Participating in staff, group or other meetings related to the school curriculum or pastoral care arrangements, for the better organization and administration of the school;
- Contributing to the professional development of new teachers and student teachers according to arrangements agreed with the Principal;
- Providing the necessary information and advice to the designated personnel in the school and to provide all the necessary information regarding requisitions and arrangements in connection with the teaching of the subject/s assigned to him/her;
- Ensuring the safe custody and optimum use of equipment normally used during lessons and sees to its regular servicing and maintenance;
- Participating in school assemblies;
- Registering and monitoring the attendance of students;
- Sharing in any possible and reasonable way in the effective management, organisation, order and discipline of the school;
- Participating in and contributing to IEP conferences and reviews of students and collaborating with parents, Principal, and other professionals/stakeholders working with the student;

- Developing and implementing the Individual Educational Plan (IEP) and Senior Education Training Plan (SET) of all students and participating in IEP and SET Plan meetings;
- Regularly discussing, monitoring the work being carried out by assistants in class;
- Additional duties of 0.5 teaching load;
- Commitment to act in a manner which promotes and protects the safety and wellbeing of children and young people by adhering to the Child Safety National Principles and TBG's Child Safety policies and procedure;
- Any other tasks assigned which may be reasonably requested from time to time, which contribute to the success of the organisation.

### **KNOWLEDGE, SKILLS & EXPERIENCE**

- Curriculum planning, development, implementation and evaluation experience;
- High level of honesty and integrity;
- Effective communication with individuals and groups;
- Willingness to undertake professional development and to pursue continuous improvement;
- Proven ability to model excellent teaching and learning skills utilising a broad range of learning strategies, technologies and techniques;
- Proven ability to develop cooperative working relationships with staff to ensure excellence in teaching and learning within The BUSY School and the broader community;
- Demonstrate proficiency in documentation, record keeping, reporting and compliance;
- Extensive knowledge and experience in working with a tailored curriculum;
- High level of time management skills and attention to detail;
- Ability to meet professional teacher education requirements.

### **QUALIFICATIONS**

Current full registration or current provisional registration with eligibility for full registration, as a teacher in Queensland.

This Position Description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read and understood the duties and responsibilities required of me in this role.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_