

## **HSIE FACULTY CO-ORDINATOR - 2 PT**

### **PURPOSE OF THE ROLE**

The Faculty Coordinator promotes, fosters, implements, witnesses and supports the School's Mission and Vision. The Faculty Coordinator contributes to the development of the School's Josephite culture through the promotion of gospel values, support of prayer and the liturgical life of the school.

The Faculty Coordinator ensures gospel values are reflected in the curriculum, resources, and teaching practice of the Key Learning Area.

The Faculty Coordinator is responsible to the Principal for the coordination of the faculty and contributes to the efficient and organised running of the school community.

The specific role statement and areas of responsibility are delegated by the Principal. In the delegation of this role the Faculty Coordinator works together with other designated Coordinators eg. Teaching/Learning Co-ordinator, e-Learning Coordinator and the members of the School Leadership Team.

### **KEY AREAS OF RESPONSIBILITY**

#### **1. Contributes to the development of the school as a faith community:**

- personal witness to Gospel values in carrying out the day to day duties of the position;
- contributes to the development of the School's Josephite culture through the promotion of Gospel values and appropriate support for the prayer and liturgical life of the school;
- actively supports the values of the school community through example and participation in the pastoral care of all its members;

### **CURRICULUM**

#### **2. Collaborates in the promotion of the school as a centre of quality teaching and learning:**

- leads the development of programs consistent with the Board of Studies requirements and Mount St Joseph policy.
- implements new syllabus and programs as they are introduced
- develops, with faculty members the scope and sequence for each new syllabus
- disseminates relevant Board of Studies information to the faculty
- standardises procedures and policies within the faculty to ensure better teaching and learning
- leads the development of innovative curriculum structures and strategies that are research based and appropriate for the development of teachers and students at Mount St Joseph.
- effectively evaluates the registration of programs
- develops outcome based reporting in line with Mount St Joseph procedures
- leads the development of meaningful assessment opportunities
- oversees the writing, production and marking of assessment and examination papers
- determines grades, marks and awards for students within the specific KLA Faculty
- oversees report writing and comment correction
- integrates ICT across the Key Learning Area
- ensures the integration of students with special needs including G & T students
- includes the across curriculum policies in the KLA eg. Sense of the Sacred, Aboriginal perspectives, literacy and numeracy, ESL
- monitors texts for appropriateness of the stage/age of students and demands of the KLA.

### **STAFF**

#### **3. Contributes to the development of a cohesive staff community:**

- models effective teaching methods

- mentors new members of the faculty
- manages change within the faculty at the various levels
- communicates information and providing appropriate feedback
- provides professional development within the faculty
- encourages each member of Faculty to attend appropriate and relevant inservice courses
- encourages reading of professional literature
- develops and maintaining a supportive work environment
- provides appropriate liaison between the Principal, SLT, House Coordinators, Faculty with students and parents
- develops staff through the Mount St Joseph self appraisal program
- works in conjunction with the Director/Staff re staffing and staffing issues
- advises staff on student discipline strategies and assisting with the same
- promotes pastoral care within the Faculty
- Is part of the interviewing process when selection of new faculty members occurs.

#### **ADMINISTRATION**

##### **4. Contributes to the effective leadership and administration of the school by:**

- manages Faculty resources
- ensures that appropriate lesson documentation is in place when staff members are absent
- conducts regular Faculty meetings
- organises and facilitating Faculty days
- oversees the implementation of the Mount St Joseph OH&S Policy
- prepares and managing the budget
- organises appropriate competitions, excursions and incursions in conjunction with Director/Staff
- submits articles for the Year Book and School Newsletter
- maintains all records
- prepares the Faculty area for Open Day
- is involved in all MSJ events
- attends meetings outside school hours
- ensures all administration matters are completed on time
- distributes examination cover sheets, and assisting with exams in the hall
- is part of disputation procedures and conflict resolution when necessary
- liaises with Joe's Place about students' needs
- liaises with House Coordinators about students' needs
- supports and implementing school policies as appropriate
- provides sound leadership and administration within the Faculty
- takes an active role in managing and initiating school change

