

**JOB SPECIFICATION**  
**English Coordinator – Years 10-12**  
**Permanent Full-Time**  
**Commencement: January 2020**

St Mary Star of the Sea College is a Catholic Girls' Secondary School in the Good Samaritan tradition, which recognises and respects the dignity and individuality of each person within our multicultural community. We strive to develop each student's capabilities through a variety of high quality learning experiences while promoting the freedom and love of learning. All members of staff have a responsibility to foster in their students and in their colleagues the rich tradition of Catholic values and education in the Good Samaritan/Benedictine tradition.

All roles within the College reflect an understanding of the policies which govern the administration and structures of College management, including Care and Protection of Students, Crisis Management and Privacy. It is an expectation that all members of staff, while acknowledging the authority and responsibility of middle management and the Executive, would work together cooperatively at all times to achieve the best outcomes for all members of this Good Samaritan College community.

The English Coordinator will continue to establish and maintain the pedagogical and administrative frameworks to support the teaching of English Years 10 to 12.

**Key Accountabilities**

- Organise and facilitate the English curriculum to ensure that the scope and sequence, assessment schedules and teaching and learning activities meet the requirements of NESA and the International Baccalaureate.
- Collaborate with the Years 7-9 English Coordinator to plan for sequential and developmental learning in English across the College.
- Be aware of the requirements of the International Baccalaureate Middle Years Program (MYP) for the teaching of English and be willing to undertake associated training to teach the MYP Years 7 to 10.
- Promote the growth of literacy skill in the College.
- Work collaboratively with the MYP Coordinator and Director of Teaching and Learning.
- Establish, maintain and promote a cohesive, inclusive team-based approach to the teaching of English.
- Promote and guide the professional growth of each team member, including the coordination of their professional learning plan.
- Assist team members to identify and achieve their own professional goals.

- Implement College policies and practises for assessing, recording, monitoring and reporting, and use this information to recognise achievement and to assist students in setting targets for improvement.
- Ensure the development of agreed upon, appropriate and common assessment tasks across the course of each year level.
- Maintain oversight of expenditure in line with the approved budget.
- Facilitate and co-chair English faculty meetings and professional development offerings.

### **Key Communications**

- The Coordinator works with the Executive of St Mary Star of the Sea College to provide a safe educational environment in accordance with Good Samaritan philosophy of education and pastoral care.
- The Coordinator is required to develop positive relationships with staff and students.

### **Essential Criteria**

- An understanding of and commitment to Catholic Education in the Good Samaritan tradition.
- Excellent classroom practitioner with experience in delivering Stage 6 English. High level knowledge and expertise in teaching Stage 4 and 5 English would be an advantage.
- Be able to integrate successful strategies in programming and assessment and know the latest research on improving education in English.
- Highly developed interpersonal skills demonstrating an ability to effectively communicate with parents, students and staff individually and in a team environment.

### **Please provide**

1. A current Curriculum Vitae and covering letter addressing the essential criteria as above
2. Completed Job Application Form ( [www.stmarys.nsw.edu.au](http://www.stmarys.nsw.edu.au) )
3. Copies of all Academic Transcripts/Qualifications
4. Working with Children Check
5. Proof of Accreditation

### **Completed application by Monday, 16 September 2019**

Email: [stmarys@stmarys.nsw.edu.au](mailto:stmarys@stmarys.nsw.edu.au)

Post: Dr Frank Pitt

Principal

St Mary Star of the Sea College

Locked Bag 42

WOLLONGONG NSW 2500