

Science Coordinator

DEPARTMENT/TEAM	Teaching and Learning
RESPONSIBLE TO	Principal
DIRECT SUPERVISOR	Assistant Principal - Teaching and Learning
DIRECT REPORTS	Science Teachers/Lab Assistants
POSITION CLASSIFICATION	Coordinator Level 3
CONDITIONS OF EMPLOYMENT	NSW Catholic Independent Schools (Teachers - Model B) Multi-Enterprise Agreement

College Overview

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. We are deeply committed to amplifying the voice and the gifts of young women to enable them to be and to achieve their best and to claim their roles as leaders of the future. We are equally deeply committed to equipping our students with the skills and the confidence to ensure their agency and advocacy over their lives and their relationships. 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.

As a community of faith, Good Samaritan Education (GSE) is deeply rooted in the Benedictine spirituality gifted to us by the Congregation of the Sisters of the Good Samaritan. The Rule of Benedict, written over 1500 years ago and lived by the Sisters for over 150 years in Australia, underpins GSE's commitment to the ministry of Catholic education. This commitment is further inspired by the Parable of the Good Samaritan (Luke 10:25-27) and gives witness through the engagement of the schools with the ministries and works of the sisters.

As a member College of Good Samaritan Education, St Mary Star of the Sea College continues to be guided by the Good Samaritan Philosophy of Education and shaped by its commitment to the values of our spiritual tradition, including stewardship, mutuality, prayer, hospitality, humility, discernment, justice and peace. We are committed to the statement on [The Voice and Experience of Women in Leadership](#).

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.

Position Purpose

The Science Coordinator provides leadership and coordination of the pedagogical and administrative frameworks to support the teaching of Science for Years 7 to 12. This includes leading a team of teaching staff to develop, embed and continuously improve teaching and learning, curriculum development and evaluation practices to enable each student's capacity to achieve her full potential.

Accountabilities

- Develop, implement, evaluate and continuously improve the teaching and learning programs within Science to ensure that they comply with the requirements of the NSW Education Standards Authority (NESA) and the College.
- Oversee programs to ensure all Science staff teach appropriately using engaging and innovative teaching practices including appropriate integration of technology.
- Implement College policies and practices for assessing, recording, monitoring and reporting, utilising this information to recognise achievement and to assist students in setting targets for improvement.
- Provide professional leadership to specialist subject teachers or others who teach within the faculty and provide up-to-date information on relevant specialist curriculum issues.
- Provide effective leadership, including coaching and support to Science Teachers and Laboratory Assistants, promoting a cohesive, inclusive team-based approach to the teaching of Science.
- Actively engage in and contribute to KLA Coordinator and Joint Coordinator Team meetings and initiatives.
- Promote and guide the professional growth of each team member, including the coordination of professional learning plans, and faculty goals based on student data analysis.
- Ensure the development of agreed upon, appropriate and common assessment tasks across the course of each year level.
- Manage the human and financial resources and curriculum of the Science faculty/department to achieve goals, including the maintenance of accurate operational information and data that will contribute to budgeting, reporting and forecasting.
- Organise, facilitate and minute regular departmental meetings.
- Attend and help facilitate after hours College events that pertain to the educational outcomes of students including but not limited to; College Expo, Year 11 Subject Selection Evening, Parent-Teacher Interviews.
- Facilitate excursions and activities that are beneficial to the learning of students.

Leadership Accountabilities

- Provide educational leadership in the College and the community by developing and promotion the College vision and encouraging College staff to share ownership of the College's vision and goals.
- Demonstrate ethical behaviour and encourage others to act with integrity; including making decisions that are measured, fair and consistent, and challenging behaviour that is inconsistent with College values.
- Create a team environment that promotes collaboration, high performance and productivity.
- Manage staff performance and development, proactively addressing and resolving individual and team performance gaps with courage and compassion.
- Lead, support and promote change, innovation and continuous improvement to deliver on strategic objectives. This includes managing resistance to change.

- Lead the adoption, integration and effective use of technologies in teaching and learning and general work practices.
- Apply responsible financial and resource management to achieve value for money and support financial sustainability and stewardship.
- Apply risk management processes to mitigate risk and proactively manage safety and compliance obligations.
- Identify and nurture staff members within the faculty that are working towards or are at Lead Teacher and/or Highly Accomplished Teacher accreditation levels.
- Support and mentor any New Scheme Teachers within the faculty, as well as those staff members that may require additional mentorship in particular areas.
- Providing opportunities and experiences for identified faculty members to increase their professional capacities and capabilities in leadership to foster appropriate succession planning.

Key Challenges

- Role modelling and enabling responsiveness and flexibility in an ever-changing and fast paced work environment.
- Effectively leading a team of diverse staff, balancing individual needs with that of the team and of the College to make decisions that are in the best interest of the students.
- Effectively integrate organisational and industry changes and improvements into work processes and practices, providing clear and transparent communication with team members.

Key Relationships

- Responsible to the Principal, the Science Coordinator reports directly to the Assistant Principal – Teaching and Learning.
- The Science Coordinator works collaboratively with all teaching staff and works closely with the KLA Leadership Team and Executive Team to provide a safe educational environment in accordance with Good Samaritan philosophy of education and pastoral care.
- The role requires the establishment and maintenance of positive relationships with all students Years 7-12 and their parents/carers.
- The role requires maintaining effective professional networks and positive working relationships with external providers/suppliers and industry professionals.

Essential Requirements

- Commitment to Catholic education, a clear understanding of the vision and mission of Catholic Schools and a willingness to support faith formation of students.
- Demonstrated educational leadership skills with the ability to build the capacity and effectively manage the performance of individuals and teams.
- Excellent classroom practitioner with substantial currency in science pedagogy and knowledge of the Science curriculum, with the ability to initiate improvement in teaching, learning and classroom practice.
- Demonstrated ability to lead and design inclusive and contemporary teaching and learning programs.

- Effective administrative and organisational skills including highly developed interpersonal skills demonstrating an ability to effectively communicate with parents, students and staff.
- Ability and willingness to work collaboratively and proactively engage with and contribute to the work of the KLA Leadership Team and Pastoral Care Leadership Team.