

## **Stage 3 Co-ordinator/Teacher Permanent Full Time Commencing in 2019**

### **Our Story**

Penrith Anglican College was established in 1998 with a clear vision – to encourage students to live lives of purpose and to develop a personal faith with Christ. That founding vision remains at the heart of our College.

An education at Penrith Anglican College is characterised by a progressive approach to learning. Our College is set in a modern campus at the foot of the Blue Mountains, with state-of-the-art facilities providing spaces for students to learn and grow.

Penrith Anglican College is a progressive co-educational College where students are encouraged to prepare for a bright future. Our College prepares students to achieve academic and personal excellence, with students in Year 11 and 12 completing the International Baccalaureate Diploma or the Higher School Certificate.

A large inclusive and nurturing community are the heartbeat of our College, with parent and community involvement in college life encouraged. We exist to help each student to learn, achieve and progress in order to build himself or herself a bright future.

### **Role Summary**

The Penrith Anglican College Primary Leadership Team are a collaborative team consisting of Early Stage 1 Co-ordinator, Stage 1 Co-ordinator, Stage 2 Co-ordinator, Stage 3 Co-ordinator, Gifted and Talented Co-ordinator and the Teaching and Learning Co-ordinator.

The Stage 3 Co-ordinator is responsible for the management of students in Stage 3. They oversee student learning, behaviour management, pastoral care and wellbeing. They are also responsible for the leadership of staff in the Stage including their annual professional development plans.

The position will be responsible for delivering an exceptional Christian-based educational service to students through dedicated and contemporary teaching and educating students utilising a range of teaching methods, assessing and reporting on student's progress, providing feedback and offering academic and pastoral support to students.

The Stage 3 Co-ordinator will be a classroom teacher in either Year 5 or Year 6.

### **Reporting**

This role reports directly to the Head of Primary.

### **Key Responsibilities**

#### **Students**

- Liaise with classroom teachers, Co-ordinator of Teaching and Learning, specialist staff and support staff to meet the learning and pastoral care needs of students.
- Support and work with Stage teachers in providing care, guidance and discipline for students including identifying, working with and seeking appropriate support for students at risk.
- Liaise with staff and parents to resolve student and parent/caregiver issues.
- Build student leadership and promote opportunities for leadership for Primary students.
- Ensure a measured and consistent approach to the application of both reward and discipline.
- Assign students to classes on an annual basis.
- Oversee the behaviour management of the Stage in accordance with College policy.

#### **Staff**

- Promote harmonious and cooperative relationships among staff, students and parents/caregivers.
- Create a collaborative Stage 3 Team that will build a team culture with high expectations.
- Assistance with appraisal/professional development of staff within subject area of responsibility.
- Oversee accreditation for teachers within the Stage.
- Ensure the Classroom Administration section of the program has been completed in Term 1 and is maintained.

### **Stage Organisation**

- Oversight of academic reporting for the Stage.
- Maintain thorough records of parent meetings, playground/classroom incidents, standardised assessment data, contact with external specialists etc. for the Stage.
- Organisation and oversight of events, excursions and incursions for the Stage.
- Chair Year/Stage meetings and ensure accurate records are kept.
- Manage the organisation of learning support and enrichment timetables within the Stage in consultation with learning support staff, enrichment staff and counsellors.
- Prepare budget requests for inclusion in the Primary department budget.
- Provide the Head of Primary with information that is relevant to the education of students in the Stage.
- Oversight of the incorporation of Christian Worldview within teaching programs.

### **Primary School Leader**

- Meet regularly with the Head of Primary and the Primary Leadership Team.
- Personally be an exemplary practitioner and pedagogical leader within Stage.
- Attend College community and marketing events as required.
- Contribute to the College newsletter, yearbook and other publications as required.
- Actively engage in external Professional Development activities that support your role as Stage Co-ordinator and lead Primary School Professional Development activities as required.
- Oversee Work, Health and Safety in the stage including adherence to College policy and procedure and identifying and controlling hazards within stage teaching areas.
- Actively engage in and deliver a pastoral care/wellbeing program as a teacher in the stage.
- Actively participate in co-curricular activities and fulfil all other duty of care responsibilities as directed by the College.
- Display absolute dedication to the College and its ethos.
- Uphold the Christian teachings of the College encouraging students to serve others and explore Christ.
- Fulfil other duties as required by the Head of Primary and the Headmaster.

### **Selection Criteria**

The incumbent must:

- Have a personal commitment to the Lord Jesus Christ and regular attendance at a Christian church.
- Accept the College's Statement of Faith and live a lifestyle consistent with this.
- Possess sound knowledge of the current NSW Education Standards Authority (NESA) Primary curriculum and have strong pedagogical skills to meet the diverse needs of all students and to foster every child's educational potential.
- Demonstrate the ability to utilise a range of teaching practices including, but not limited to inquiry-based and collaborative learning.
- Be able to relate to students, to understand how they learn and to contribute to their pastoral and academic care.
- Be able to communicate effectively, work collaboratively and build strong partnerships with colleagues, families and students.
- Be enthusiastic and committed to offering a caring, nurturing, inclusive, creative and stimulating learning environment, which supports Christian values.
- Possess excellent behavioural management skills, an ability to maintain classroom discipline and confidence in dealing with difficult situations.
- Be confident and competent with the use of ICT as a method of curriculum delivery.
- Be well organised and highly self-motivated.

### Qualifications and Experience

The incumbent must:

- Be accredited with the NSW Education Standards Authority (NESA).
- Have a degree in Primary Education.
- Have a current Working with Children Check Number.

### Remuneration

The Stage Co-ordinator will receive a Leadership Level 1 allowance. Detailed information regarding remuneration, duties and conditions will be as outlined in the [Independent Schools NSW/ACT Standards Model \(Teachers\) Multi-enterprise Agreement 2017](#) (or as revised)

### Application Process

Interested applicants should submit the following:

- A completed [Application for Employment as a Teacher](#) form.
- A cover letter addressing the selection criteria (no more than 2 pages) including how you are demonstrating the following:
  - A personal commitment to the Lord Jesus Christ and attendance at a Christian Church on a regular basis.
  - You live a lifestyle consistent with the College's Statement of Faith.
- A signed [Penrith Anglican College Statement of Faith](#), Current Curriculum Vitae.
- Three Referees, one of whom should be your Church Minister or Pastor.
- Copies of qualifications.
- Current Working with Children Check number for paid work.
- '100 Point' proof of identity (e.g. Passport, Birth Certificate and Drivers Licence/Medicare Card).

Penrith Anglican College complies with the requirements of the *Child Protection (Working with Children) Act 2012*. This position requires the successful applicant to have a new Working with Children Check in accordance with the *Child Protection (Working with Children) Act 2012*.

Applications close at 8.00am on Friday 30 November and must be emailed to [applications@penrith.nsw.edu.au](mailto:applications@penrith.nsw.edu.au).