

# K-12 Learning Community Coordinator

## Gunnedah

### Position Description

[Click here to apply.](#) Applications close 3 December 2021.

<b>Position level</b>	NSW and ACT Catholic Systemic Schools EA 2020
<b>Base salary range (Full time)</b>	\$65,165 - \$114,720 per year (based on skills, experience & NESA accreditation)
<b>Coordinator 2 Allowance</b>	\$16,756 gross per annum for a full-time position
<b>Load release</b>	0.4 FTE
<b>Reports to</b>	CSO School Performance Leader (SPL)
<b>Location</b>	St Mary's College Gunnedah and St Xavier's Primary School Gunnedah
<b>Employment type</b>	Full-time
<b>Employment status</b>	Permanent teaching role 2 year Coordinator contract (renewal subject to successful performance)

### Position Purpose

The *K-12 Learning Community Coordinator* provides leadership and support to build the capability and capacity of the school communities of St Xavier's and St Mary's Gunnedah in establishing a K-12 Learning Community. In 2020, a decision was made to pursue a K-12 Learning Community structure between the two schools, without formally merging the schools into one K-12 school. This role will be a key part of the planning, establishment and ongoing success of a K-12 Learning Community. The *K-12 Learning Community Coordinator* will work collaboratively with both Leadership Teams in planning for a continuum of learning from K-12, develop shared understandings and beliefs across K-12 about student learning and wellbeing, and develop opportunities for collaboration between the schools.

## Commencement

The commencement date for this position will be negotiated with the successful applicant.

## Key Responsibilities

Duties related to the position include but are not limited to the following:

### Key Actions and Responsibilities:

- To build shared understandings and beliefs about the benefits and coherent practices of a high performing K-12 Learning Community, while engaging Leadership Teams and staff from St Xavier's and St Mary's in planning for and implementing developmentally appropriate coherent language and practice across K-12. This would include assisting with the successful implementation of the *Living Well, Learning Well* Student Support Framework.
- Build a professional learning team of staff from both schools to plan and implement a more coherent approach to a student centred pedagogy from Stage 3 into Stage 4, including the systematic and positive sharing of information about student progress and next steps across Stages 3 and 4. The *K-12 Learning Community Coordinator* would also be involved in planning for transitions across the schools, particularly the transition from Year 6 into 7, in collaboration with the staff from the two schools.
- Investigate opportunities for and deliver professional learning that is shared across K-12.
- Proactively identify opportunities for K-12 events and activities, including the development of a K-12 calendar in collaboration with the administration teams of both schools.
- Work with both Leadership Teams by instigating a combined meeting each month. This meeting would be a report on progress, plans for the next steps, along with providing and receiving advice on media strategy, enrolment information evenings, transitions etc.

The Catholic Schools Office reserves the right to alter roles and responsibilities requirements as required.

## General expectations of staff

- Respect of and a commitment to the Catholic ethos and a willingness to foster it.
- Serve the employer faithfully, honestly, efficiently and diligently and exercise all due care and skill in the performance of your duties.

- Act as a team member, developing and supporting the philosophy and ethos of the team.
- Willingness to undertake professional development.
- Maintain strict observance of school policies, rules and procedures including the reporting of improper or unethical conduct.
- Observe and comply with all WHS protocols.
- Ensure all colleagues, students and parents are provided with quality service in a timely, efficient and friendly manner.
- The ability to maintain strict confidentiality and to exercise discretion and sound judgement.
- Act in a professional and respectful manner at all times.
- Comply with the [Framework for the Accreditation of Staff in Catholic Schools](#).
- Employment within the Diocese is conditional upon successful applicants having or obtaining a valid current NSW Working with Children Check Clearance.

## **Selection criteria**

### **Essential criteria**

- High level collaboration, leadership and influencing skills. An ability to work as part of a professional learning team, contribute to the building of model instructional teams, and make positive contributions to staff professional culture.
- Deep understanding of quality student centred pedagogy and willingness to engage in ongoing professional learning and reading in the area of K-12 pedagogy, transition and professional learning.
- The capacity to lead and contribute to the professional development of staff in areas of pedagogy, advantages of shared understandings and beliefs across K-12 and the implementation of *Living Well, Learning Well Student Support Framework*.
- Demonstrated high level expertise as a classroom practitioner.

## **Application**

For questions regarding the professional nature of this position, please contact Jason Hanrahan, School Performance Leader email [jhanrahan@arm.catholic.edu.au](mailto:jhanrahan@arm.catholic.edu.au)

Before submitting your application, please ensure the following:

- You have carefully read the position description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications.

- **Complete the relevant online application form** by [clicking here](#) and attach a cover letter (optional) and CV that clearly outlines your qualifications and career history.

*Preferred applicants must have the right to work in Australia and will be subject to employment screening.*