

Leader of Pedagogy (LOP) - Primary

St Joseph's Primary School Mungindi

Position Description

[Click here to apply.](#) Applications close 6 December 2022

Position level	NSW and ACT Catholic Systemic Schools EA 2020								
Base salary range (Full time)	\$66,494 - \$117,060 per year (based on skills, experience & NESA accreditation)								
LOP allowance	\$8,551 gross per annum (Coordinator 1 allowance)								
Reports to	Principal								
Location	St Joseph's Primary School Mungindi								
Placement allowance (Full-time)	\$2,600 per annum (paid as a salary loading fortnightly) for a maximum of 4 years								
Bonus Payment (Full-time)	A bonus is payable at the end of each year of service as follows; <table style="margin-left: 40px;"> <tr> <td>Year 1</td> <td>\$2,000</td> </tr> <tr> <td>Year 2</td> <td>\$3,000</td> </tr> <tr> <td>Year 3</td> <td>\$4,000</td> </tr> <tr> <td>Year 4</td> <td>\$5,000</td> </tr> </table>	Year 1	\$2,000	Year 2	\$3,000	Year 3	\$4,000	Year 4	\$5,000
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Year 2	\$3,000								
Year 3	\$4,000								
Year 4	\$5,000								
Relocation Subsidy	Reasonable relocation expenses								
Accommodation Assistance	Accommodation assistance available								
Employment type	Full-time (1.0 FTE)								
Employment status	Permanent teaching role 2-year Leader of Pedagogy contract (renewal subject to successful performance)								

About St Joseph's Mungindi

St Joseph's Primary School Mungindi is a unique Catholic school committed to teaching the core catholic principles and values.

At our school we incorporate a spirit of community, to recognise the qualities of each individual and encourage optimal learning with an ongoing appreciation of the environment.

On the 21st January 1924 four Sisters from the Gunnedah Congregation, Sisters of Mercy, were appointed to Mungindi. On the 24th January the Sisters opened a school, known as St. Brigid's until 1930 when a new school was built and given the name St. Joseph's. At the end of 1975 the Sisters of Mercy withdrew from the school but continued to administer the Boarding School until 1980. In 1981 The Little Company of Mary came to Mungindi where they conducted the Boarding School until 1983. In 1984 the Sisters of St. Joseph's came to Mungindi. We are very fortunate to have the presence of the Sisters who have a huge impact on both our school, parish and surrounding communities.

At St. Joseph's we have a great leadership team who thrives on change, diversity and progress. By using current theory and evidence to improve professional practice, the focus has continued to be on student growth and improvement. The opportunities being afforded to our students is of the highest quality and meets the diverse range of learning needs. St. Joseph's Annual Improvement Plan has been the catalyst to our success are:

- Embedding Catholic principles and values
- The development of collaborative teaching and learning practice
- The development of agreed literacy and numeracy practice
- Staff really knowing the students and their needs; using evidence based data
- Student ownership of learning
- Working in partnership with parents

At St Joseph's Primary, Mungindi we aim to provide our children with many opportunities to experience personal excellence as they grow and develop in our care.

For further information on the school, please visit <https://stjosephsmungindi.catholic.edu.au/>

Position Purpose

The Leader of Pedagogy supports the principal in the instructional leadership of the school and is a member of the leadership team. It is essential that the person in this role has the capacity to model quality learning and teaching, a desire to undertake deep research and professional reading and an ability to translate theory into action in order to increase teacher capacity and lift student faith and learning outcomes.

Commencement

The commencement date for this position will be 3 February 2023 or as negotiated with the successful applicant.

Key Responsibilities

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

Key area	Task
Catholic beliefs and practices	Integrates Catholic beliefs and practices into all aspects of teaching and learning by: <ul style="list-style-type: none"> ● Upholding Catholic identity and mission across the curriculum and supporting improvement in faith outcomes for students. ● Witnessing to the Diocese of Armidale, Diocesan Mission Statement for Catholic Schooling, in the localised context of the school. ● Demonstrating pastoral care and wellbeing to all students. ● Working collaboratively with all staff to support the mission of the school. ● Demonstrating deep personal knowledge and understanding of the Core Catholic Principles and Values. ● Assisting school personnel to clearly articulate learning experiences that target Core Catholic Principles and Values in all Key Learning Areas.
School and Diocesan Annual Plans	Leading and implementing the School and Diocesan Annual Plans by: <ul style="list-style-type: none"> ● Co-contributing to the growth of a collaborative learning vision for the school and ensuring this vision is clearly understood, shared and enacted. ● Contributing to the design and implementation of the Annual Plan through informed target setting for improved student outcomes, especially in the K-2 reading, writing and numeracy. ● Monitoring and providing evidence to support the planning cycle.
Catholic professional learning	Engage in Catholic professional learning by: <ul style="list-style-type: none"> ● Participating in system initiatives such as Leading Collaborative Learning with Dr Lyn Sharratt. ● Implementing the Leading Collaborative Learning processes in the school. ● Leading the whole school focus on developing a culture of collaboration. ● Leading the implementation of structural and cultural change required to build effective collaborative learning. ● Using the Australian Professional Standards for Teachers and the professional learning needs of colleagues to plan and lead the development of professional learning policies and programs. ● Engaging with appropriate colleagues in professional dialogue that is informed by feedback, analysis of current research and practice to improve the educational outcomes of students. ● Initiating collaborative relationships that expand professional learning opportunities. ● Working closely with the leadership team to ensure team planning and collaboration occurs.
Building teacher capacity	Contributes to building the capacity of teachers by: <ul style="list-style-type: none"> ● Modelling, coaching and promoting classroom strategies that maximise student learning and incorporate the principles of collaborative learning.

	<ul style="list-style-type: none"> ● Critically reviewing research on best practice in teaching and learning to assist colleagues to further develop their teaching expertise. ● Establishing and leading teacher collaborative learning teams through processes of dialogue, feedback, inquiry, action and reflection.
Leadership development	<p>Contributes to the development of leadership by:</p> <ul style="list-style-type: none"> ● Leading the school's culture of high expectations, collaborative planning and monitoring of student learning. ● Working collaboratively with the Leadership Team to ensure key issues are regularly being evaluated and improved upon. ● Providing expertise in curriculum integration and development. ● Demonstrating sound pedagogical practice and expertise in planning cycle.
Management of school data	<p>Assist in the management of school data required to demonstrate evidence based teaching by:</p> <ul style="list-style-type: none"> ● Supporting teachers in the analysis of all school performance data, especially in NSW Action Plan data accountabilities, where appropriate. ● Monitoring student and school literacy and numeracy performance to identify areas of student need and staff professional learning. ● Assisting teachers in the design and implementation of classroom strategies as part of their response to intervention, with particular reference to literacy and numeracy.
General	<ul style="list-style-type: none"> ● Attend to any other matters appropriate for the position and consistent with the skills of the incumbent

St Joseph's Mungindi reserves the right to alter roles and responsibilities and requirements as required.

General expectations of staff at St Joseph's Primary School Mungindi

- 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.
- Ensure appropriate behaviours when engaging with children.
- Act as a team member, developing and supporting the philosophy and ethos of the team.
- Undertake necessary 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.

- Employment with St Joseph's Primary School Mungindi is conditional upon successful applicants having or obtaining a valid and current NSW Working with Children Check Clearance.
- Contribute to the ongoing development of a Catholic Professional Learning Community based on our Catholic Principles and Values

Selection criteria

Essential criteria

- Appropriate teaching qualifications and current NESA registration.
- Demonstrated deep knowledge of contemporary pedagogical practices and K-6 curriculum, with a demonstrated ability to implement these practices to a very high standard in contemporary classrooms
- Demonstrated highly effective leadership, collaboration, communication, organisation and time management skills.
- Demonstrated capacity to build, develop and maintain effective teams and develop cooperative and constructive working relationships that promote quality teaching and learning practices
- Ability to successfully initiate, plan, implement, review and renew programs in response to new educational needs and priorities.
- Demonstrated capacity to evaluate and critically reflect upon professional practice and to assist and support colleagues to develop their own skills through involvement in professional development.
- Success in implementing effective improvements in a school setting.
- Meet the criteria and be willing to teach Religious Education in the Diocese of Armidale in accordance with [Framework for the Accreditation of Staff in Catholic Schools](#).

Desirable criteria

- Evidence of relevant recent professional development related to Religious Education, Leadership and Curriculum.
- Proficient in the use of ICT.
- Demonstrated skills in negotiation and conflict resolution.
- Proven capacity to build relationships with all groups in the school community.

Application

For questions regarding the professional nature of this position, please contact Frances Reynolds, Principal on (02) 6753 2327 or email freynolds@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.