



Rosebank is a Good Samaritan Independent Secondary Catholic College in the Benedictine tradition, committed to the successful integration of e-learning and innovative pedagogy across the Curriculum.

Applications are invited from people with a passion and flair for teaching for the following full time position:

ASSISTANT COORDINATOR: SCIENCE

Commencement Date: Term 1, 2018

Key Selection Criteria:

- Qualifications and experience in teaching Biology to HSC level preferred
- Assist KLA Coordinator in developing and facilitating innovative, effective, inclusive and NESAC compliant programs
- Assist with the effectively management of Science department resources
- Demonstrated capacity to effectively integrate ICT's into teaching and learning
- Work effectively and cohesively within the Science Faculty
- Display excellent communication and interpersonal skills
- Support of the Catholic ethos and learning culture of the College
- Work effectively and enthusiastically to support the students in achieving the outcomes of the College

Closing date: Monday, 21 August 2017 (9am)

Applications must include a Cover Letter and resume including at least 4 contactable references and be posted or emailed to:
The Principal, Rosebank College - 1a Harris Rd, Five Dock NSW 2046
principal@rosebank.nsw.edu.au - Tel: 9713 3119

For further information about Rosebank College and Subject Teacher role description, visit our website: www.rosebank.nsw.edu.au

NB: Shortlisted applicants will be required to provide the College with their new NSW Working With Children Check number in order to be eligible for this position (www.newcheck.kids.nsw.edu.au)

ASSISTANT KLA/STUDIES COORDINATOR

Core Role Purpose & Accountability

The role of Assistant Studies Coordinator exists to provide support in the area of curriculum leadership for teachers and students within a Key Learning Area. This involves working with the Studies Coordinator in development and facilitation of innovative, effective, inclusive and BOS compliant programs and the effective management of the resources of the department, both human and financial. Assistant Studies Coordinators also represent their KLA in the case of absence of the Studies Coordinator

Role Responsibilities

The specific responsibilities of Studies Coordinators include:

Providing Spiritual and Religious Leadership by

- Ensuring that departmental programs are consistent with the Catholic ethos of the College and provide meaningful opportunities for students to analyse and apply the values inherent in the curriculum
- Supporting and contributing to the spiritual life of the school through involvement in liturgical events

Developing the College learning community by

- Providing a role model to other staff by being an effective and dynamic teacher
- Helping individual staff members to develop strengths and meet challenges in their teaching within the subject area. This might include personal interview and shared classroom experience.
- Assisting staff in on-going self-evaluation
- Assisting the Studies Coordinator with the leading and guiding staff in development and evaluation of curriculum, units of work and effective pedagogy
- Participation in Curriculum Leadership Team meetings in the absence of the Studies Coordinator

Providing innovative leadership by

- Maintaining own professional learning by attending engaging in inservices and other relevant events
- Informing and enthusing teachers about current educational research, resources and practices
- Assisting with the evaluation and development of innovative learning experiences

Promoting quality relationships by

- Creating and maintaining effective and harmonious working relationships amongst staff by providing clear and timely communication and relating respectfully and justly with all
- Being available as a resource person/ mentor to teachers within the faculty

- Assisting with development and oversight of a consistent approach to student management within the department which is consistent with that established by the College

Providing organisational leadership

- Assisting the Studies Coordinator with the provision of regular faculty meetings to keep staff informed and to gather views, and maintaining accurate records of such meetings
- Assisting the Studies Coordinator to ensure that all members of the faculty take appropriate responsibility for tasks such as programming,, marking and resource development
- Assisting the Studies Coordinator to ensure that records (especially programs and registers) are accurately maintained.
- Assisting the Studies Coordinator to ensure develop and implement a department policy for assessment
- Being familiar with and following College guidelines and procedures
- Other appropriate duties as assigned by the Principal