Rosebank is a Good Samaritan Independent Secondary Catholic College in the Benedictine tradition. Committed to the successful integration of e-learning across the curriculum and innovative pedagogy, the College, has recently engaged in an exciting expansion into full co-education and is in the process of a five stage building program.

Applications for this readvertised position are invited from people with a passion and flair for e-learning, pedagogy and curriculum for the following full time position starting in Term 1 2015. This position attracts a Coordinator 2 salary.

COORDINATOR OF TEACHING AND LEARNING
(Approximately 0.2 Teaching Load)
(Commencing: Term 1, 2015)

The key criteria are:

• Being an exemplary teacher with senior teaching experience
• Demonstrated ability to lead teaching and learning particularly of information literacy across the curriculum
• Leading staff professional development through the coordination of Staff Learning Groups
• Possessing the skills and ability to oversee the Scholastica Research and Study Centre
• Being an effective team leader
• Working effectively with young people to develop successful learning habits
• Utilising excellent communication and interpersonal skills and work effectively within the Curriculum and ICT team environments
• Supporting the Catholic ethos and contemporary learning culture of the College

Closing date: Monday, 3 November 2014

A full role description and further information about Rosebank College is available on 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)

Applications may be posted or emailed to:
The Principal, Rosebank College
1a Harris Rd, Five Dock NSW 2046
principal@rosebank.nsw.edu.au
Ph: 9713 3119
COORDINATOR OF TEACHING & LEARNING

Core Role Purpose and Accountability

The Coordinator of Teaching & Learning is the College’s information and learning specialist. They are responsible to the Dean of Curriculum. The Coordinator of Teaching & Learning leads the teaching and learning of information literacy and supports staff and students in the transformation of knowledge in the context of the total curriculum. They lead staff professional development through the coordination of Professional Learning Groups. They oversee the Scholastica Research and Study Centre (SRSC) and work closely with the ICT Team and Curriculum Leadership Team to promote and integrate e-learning into all areas of the curriculum.

Role Responsibilities

Providing Spiritual and Religious Leadership by:

- Attending and contributing to school liturgical celebrations.
- Actively supporting the initiatives of the Dean of Mission
- Actively supporting initiatives for prayer, celebration and liturgy
- Actively supporting the Pastoral Care program and Catholic ethos of the College

Developing the College learning community by:

- Providing leadership to other members of the Curriculum Leadership Team (CLT) in the planning, delivery and evaluation of curriculum programs which integrate and develop the College's Learning Framework
- Providing leadership to teachers, coordinators and the College ICT team to facilitate the meaningful integration of ICT resources across the curriculum
- Provide input to the College’s professional development program by coordinating the Professional Learning Network groups.
- Collaborating with CLT members to ensure that a variety of quality, appropriate resource material is available to staff and students
- Being conversant with relevant educational policy document (e.g. BOSTES)
- Participating in all staff and Curriculum Leadership Team meetings
- Liaising closely with the Dean of Curriculum to ensure that the relevant strategic directions of the College are addressed and achieved
- Acting as 2IC in the absence of the Dean of Curriculum
- Supervising the work of the SRSC Manager to create an innovative and effective SRSC
- Promoting a quality learning & reading culture
- Promoting student and teacher awareness of suitable resources
- Promoting the optimum use of the SRSC as a learning resource
- Developing, organising and managing virtual and physical information resources which meet the educational and cultural needs of students and the professional needs of teachers
• Liaising with and supervising the work of the e-Learning Manager to provide ongoing training and support to teachers in the use and application of e-Learning resources such as the College’s Learning Management System (LMS)

• Facilitating the development and implementation of cross-curricular Information Skills, including elements such as a Year 7 Orientation to the SRSC, integrated learning skills program

• Actively pursuing and sharing their own professional learning experiences, particularly in terms of maintaining currency in the area of e-learning

Providing innovative leadership by:

• Providing informed and creative leadership in the development of the College’s SRSC
• Working closely with the ICT Manager and Team to maintain and seek new developments in e-learning resources and practices
• Modelling their own quality teaching and learning practices for teachers and students
• As a member of the CLT, participates in Strategic Planning processes
• Managing the organisation of the College’s Festival of Creative Spirit
• Leading the REAL Committee that focuses on learning and pedagogy in the College.

Promoting quality relationships by:

• Recognising the cultural diversity of the College community
• Modelling and developing quality relationships with students and staff
• Respecting the individual needs of students and staff
• Providing appropriate assistance to and supervision of students in the SRSC
• Developing team work within the SRSC:
  ▪ Facilitating SRSC staff input into decisions affecting the operation of the SRSC
  ▪ encouraging SRSC and teaching staff suggestions regarding the operation of the SRSC

Providing organisational leadership by:

• Overseeing the SRSC budget:
  ▪ Preparing and administering the SRSC budget, including resource and teacher release components
  ▪ Providing budget reports for the Business Manager/ Principal

• Coordinating the resourcing of the centre through the SRSC Manager:
  ▪ Liaising with teachers and co-ordinators regarding resource needs
  ▪ Recommending the purchase of resources and equipment

• Providing quality SRSC services:
  ▪ Providing optimum accessibility to space, time and physical and virtual resources within the SRSC
  ▪ Regularly evaluating and reporting on the services provided by the SRSC and its staff.

• Other appropriate duties as assigned by the Principal.