



Rosebank is a Good Samaritan Independent Secondary College in the Benedictine tradition currently engaged in an exciting expansion into full co-education, integration of e-learning and a significant building program.

Applications are invited from people with a passion and flair for engaging young people in their learning

CREATIVE AND PERFORMING ARTS COORDINATOR

(Full time position starting Term 1, 2018)
an ability to teach Visual Arts preferred

The key criteria for this position include the ability to:

- Provide specific curriculum leadership for teachers and students within the CAPA subjects
- Develop and facilitate innovative, effective, inclusive and NESA compliant programs
- Effectively manage the resources of the CAPA department, both human and financial
- Contribute to the Curriculum Leadership Team
- Work effectively and enthusiastically to develop both knowledge and faith aspects of our students
- Excellent communication, organisational and interpersonal skills
- Work strategically with the Leadership Team on College events
- Contribute to the development of the Catholic ethos and learning culture of the College

Closing date: **Friday 8 December 2017 (9am)**

For further information and position description of a Studies Coordinator at Rosebank College,

visit our website: www.rosebank.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

The successful applicants will be subject to Employment Screening under Child Protection Legislation.



POSITION DESCRIPTION

The College may vary this Position Description, in response to the changing needs of the organisation.

STUDIES COORDINATOR

Core Role Purpose & Accountability

The role of Studies Coordinator exists to provide specific curriculum leadership for teachers and students within a Key Learning Area. This involves the development and facilitation of innovative, effective, inclusive and NESAC compliant programs and the effective management of the resources of the department, both human and financial. Studies Coordinators also represent their KLA within the Curriculum Leadership Team which is led by the Dean of Curriculum and comprised of the other Studies Coordinators and members of the Leadership Team.

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, with a particular responsibility for staff new to the school and New Scheme Teachers
- Assisting staff in on-going self-evaluation
- Leading and guiding staff in development and evaluation of curriculum, units of work and effective pedagogy
- Working with Dean of Curriculum and Curriculum Leadership Team in overall curriculum development and attending and participating in Curriculum Leadership Team meetings.

Providing innovative leadership by

- Maintaining own professional learning by attending engaging in inservices and other relevant events including all local network meetings
- Informing and enthusing teachers about current educational research, resources and practices
- Actively engaging in 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
- Developing and overseeing a consistent approach to student management within the department which is consistent with that established by the College
- Having as wide a contact as possible with students in an effort to get a full overview of pupils in all years

Providing organisational leadership

- Holding regular faculty meetings to keep staff informed and to gather views, and maintaining accurate records of such meetings
- Formulating department aims in cooperation with other members of the department.
- Ensuring that all members of the faculty take appropriate responsibility for tasks such as programming,, marking and resource development
- Ensuring that records (especially programs and registers) are accurately maintained.
- Developing and implementing a department policy for assessment
- **The above areas must all be addressed within the context of NESA requirements for the registration and accreditation of non-government schools.**
- Allocating and managing of department budget
- Meeting with Dean of Administration to coordinate department activities e.g.
- Examinations/ assessments, excursions and rooming
- Being familiar with and following College guidelines and procedures
- Acting as a channel of communication to faculty staff to relay relevant information from Curriculum Leadership Team meetings.
- Advising the Teacher-Librarian about the acquisition and maintenance of learning resources.
- Assisting Principal when positions need to be filled within relevant subject department.
- Other appropriate duties as assigned by the Principal.

ROSEBANK COLLEGE MISSION STATEMENT

Rosebank College is a Catholic, independent, secondary school that continues in the tradition of the Sisters of the Good Samaritan. Our school provides an environment for young women and young men that encourages a love of learning. We promote a balance between the spiritual, intellectual, physical and social development of the individual. Following the example of the Good Samaritan and in the spirit of the Rule of St. Benedict, we encourage a love of Christ, stewardship, hospitality, compassion and service to each other and the wider community.

We acknowledge the primary role of our families and welcome opportunities to work in partnership with them. As a Catholic community in a multicultural environment we are challenged to give strong witness to our role as advocates of justice. Rosebank is a Catholic, co-educational College operated by Good Samaritan Education that offers families in Sydney's Inner West a unique learning environment.

OUR VISION

The vision for Rosebank College is that it is known as a place of academic excellence, in which students are both supported and challenged. We strive to be a flexible and inclusive learning community, which reaches out to others in prayer, practice and perspective. Rosebank proudly maintains its traditions and aims to respond critically and intelligently to our changing world and its demands. We envision Rosebank as the school of choice for both staff and students; where they are engaged fully in their learning and use it to make a difference in their world.
