



POSITION DESCRIPTION – HIGH SCHOOL COORDINATOR

Accountability	To the Principal.
Relates to	Students, Middle & Primary Classroom Teachers, Parents/Carers, Principal and Campus Operations Manager
Qualifications	High School Coordinator must be a registered teacher in Queensland. He/she should have a breadth of experience in secondary schools. Each Teacher / Coordinator will be encouraged to be involved in professional associations outside the College. All teachers will be encouraged to further their study of educational issues whilst employed at Gulf Christian College.
Personal Attributes	<p>The High School Coordinator will:</p> <ul style="list-style-type: none">• have a personal faith and commitment to Jesus Christ• demonstrate an ability to translate faith into practice• demonstrate an ability to maintain vision and strive for goals• act with integrity, loyalty, honesty and accept authority• act with tolerance and compassion• have a sense of humour• demonstrate an ability to forgive and accept forgiveness• demonstrate an acceptance of other people• exhibit self-discipline• demonstrate a willingness to learn• demonstrate an ability to work individually and as part of a team• demonstrate leadership abilities• exhibit a positive outlook on life
Skills	<p>The High School Coordinator will be expected to:</p> <ol style="list-style-type: none">1. Have an understanding of the philosophy of Christian Education and to translate it into practice in the classroom, playground, office and staffroom2. Communicate effectively with adults and students (specifically the 12-15 year age group)3. Work as a member of a team and manage the team4. Demonstrate an understanding of current educational trends in his/her subject area5. Honestly and persistently carry out a self-evaluation of all aspects of his/her role6. Establish and maintain positive and consistent classroom management and discipline strategies7. Use a variety of teaching strategies and resources8. Maintain good relationships with his/her students9. Have the ability to plan an interesting, sequential and developmental program10. Have the ability to effectively evaluate this programme regularly11. Have the ability to produce a positive approach to classroom management and to foster and employ high standards in this area12. Have the ability to organise a classroom and use a variety of resources13. Curriculum Development and Management - Manage the staff team to ensure the curriculum is maintained, updated and stored as required.14. Have the ability to refer children with learning difficulties to the Learning Support Department15. Be competent and keep up to date with required technology within the classroom

Responsibilities

High School Coordinator will be expected to:

1. Effectively organise his/her classes, and maintain quality care and discipline of the students in those classes and in general school life. Have written procedures for behaviour management, classroom organisation, movement procedures, etc.
2. Be responsible for the organisation of an allocated class, for the nurture, education and discipline of the children within that class. Keep pastoral records up to date for each child.
3. Maintain a high standard of work in the classroom
4. Be responsible for the standard of work in the classroom, for evaluation and assessment of the children's progress and for reporting to parents in written and verbal form.
5. Know, plan, program and teach the school's curriculum at the appropriate standards for the Middle Years age grouping. Keep written documents of term by term planning, assessment, assignments, etc.
6. Implement the school's Christian philosophy in the classroom and other aspects of school life in a natural spontaneous way that will foster faith. Daily Devotions to be well organised with a written set program term by term.
7. Demonstrate a willingness to contribute to the spiritual growth and fellowship of the Gulf Christian College.
8. Effectively establish and carry out student assessment and reporting procedures in line with the College's requirements.
9. Actively contribute to curriculum development (including writing Work Programmes)
10. Actively contribute to curriculum development (including Indigenous perspectives in whole of curriculum planning.
11. Attend all required staff meetings, Parent/Teacher meetings and Interviews
12. Meet with Middle School Teachers and Teacher Assistants to plan each term, as required.
13. Involve parents in the school program
14. Actively contribute to the school's co-curricular programme, with specific attention to Middle School programmes.
15. Attend Inservice Courses and Out of Hours School Functions as required by the school
16. Participate in out of school hours coaching of sport teams
17. Be diligent with playground duties as rostered and report areas of maintenance needs to the maintenance staff
18. Meet all school timelines
19. Regularly attend Staff Devotions, Worship and Chapel Services
20. Be diligent and punctual with playground and other rostered duties
21. Be responsible for confidentiality
22. Assist in preparing the annual calendar
23. Assist in preparing the annual timetable
24. Assist in preparing the students reports as required
25. Submit written budgetary requests when needed for classroom use
26. Maintain accurate records of student attendance at lessons
27. Be aware and supportive of annual Child Protection training and College Workplace Health and Safety (WHS) requirements
28. Carry out work practices in accordance with current Workplace Health and Safety standards
29. Perform other duties as required

Reference Documents

Pastoral Care Policy and Procedures
Work Health and Safety Manual
Contract of Employment
Child Protection Policy

Appraisal & Review

As required.