
Position Description: Primary School Curriculum Coordinator

Scope	To coordinate the planning, development and documentation of curriculum for the Primary school (P-6) relevant to all subjects
Accountability	Principal
Relates to	Principal, Primary Teachers, Support staff, families and students
Qualifications	Coordinator must be a registered teacher in Queensland (<i>Registered with the Queensland College of Teachers and who has been subject to relevant police and other safety checks</i>). He/she should have a breadth of experience in primary schools. The 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.
Attributes	<p>These are generally personal in nature and reflect the desired attributes of staff members working as part of the Administration/Teacher Assistant Team.</p> <ul style="list-style-type: none"> • Embrace and demonstrate the Christian Ethos of the College • To act always in a manner consistent with the College Ethos. • To foster team-work within the College. • To demonstrate supervision and leadership attributes towards the Primary Teaching team – Teachers and Teacher Assistants. • To prioritise and effectively manage workload • To communicate effectively with parents, students, and staff • To communicate well in both written and oral form • Demonstrate a level of commitment to maintain personal professional knowledge and skills • Maintain confidentiality
Responsibilities	<ol style="list-style-type: none"> 1. To lead the Primary School in planning and documentation of curriculum standards, in line with the current Australian Curriculum requirements, for all subject areas 2. To facilitate and coordinate curriculum planning meetings with Primary school staff, on a weekly basis. 3. To develop appropriate digital documentation (and filing system) of Primary School curriculum, not limited to: Scope and Sequence, subject area plans, unit plan templates and lesson plans. 4. Keep up to date with current trends and changes of the Australian Curriculum 5. Perform and document Observations, Probation Reports and Performance Reviews for all Primary School staff annually or as required. Liaise with Principal on results of these observations and reviews. 6. Report to and meet with the Principal on a regular basis. 7. Participate in Professional Development and moderation opportunities to ensure best practice within the school 8. Offer colleagues advice and support on curriculum topics

9. To ensure documentation is current and ready for presentation for the Compliance Review Program with the GCC validation meeting occurring every five years or when required.

Times/Hours of Work

Teacher / Supervisor Contract, working

- Term-time – 1 day per week (or equivalent to)
- Term-time – 3 full-time weeks per term at Gulf Christian College in Normanton

Travel Arrangements

Travel arrangements will be organised and funded by the College, on a reasonable basis.

Review

Annually