



POSITION DESCRIPTION

TITLE	Curriculum Coordinator – Junior School
REPORTS TO	Principal via Deputy Principal, Head of Junior School and Assistant Head of Junior School
NATURE OF EMPLOYMENT	Full-time Coordinator 1 role commencing Term 1 2025

Liaison with

1. Deputy Principal
2. Heads of School
3. Head of Teaching and Learning
4. Assistant Head of Junior School
5. Coordinator of Diverse Learning
6. Teachers
7. Parents

Philosophy

The care of and interest in the individual student is one of the most important aspect that differentiates Pittwater House from other education institutions. Differentiating between the genders and understanding the needs of each student is a core aim of Pittwater House Schooling.

Providing the students with an academic, relevant, global, 21st century educational experience that encourages the use of technology and critical thinking skills is central to the Pittwater House service.

Honesty and integrity are the first of the Pittwater House Core Values and need to be reflected in staff attitude towards all areas of the school. Confidentiality of records and information, both personal and corporate, is of paramount importance. In all dealings with parents, students, staff and members of the public, your approach needs to reflect the high standard and reputation of the School and your actions need to be in accordance with relevant laws.

Child Protection

Pittwater House is a child safe environment. The safety, protection and wellbeing of all students and other children and young persons involved in activities at the School are of fundamental importance. The School actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the National Principals for Child Safe Organisations. The School's Child Protection Policy is available to all existing staff via the policy handbook or via request.

Position Overview

The Curriculum Coordinator of Junior School will be an inspirational academic, an exemplar educator and leader, with superior interpersonal and organisational skills. They will share responsibility for the professional development of the Pre-Kindergarten – Year 6 teachers, keeping abreast of the latest educational developments around curriculum. They will provide guidance and direction in teaching and learning experiences facilitated by the teachers, ensuring delivery of outstanding programmes in accordance with NESA Syllabuses within the National Curriculum. The Curriculum Coordinator will work in close collaboration with the Head of Junior School, and the Assistant Head of Junior School with a vision of achieving and maintaining excellence.

Meetings

The Curriculum Coordinator of Junior School will lead and/or attend the following scheduled meetings:

- Coordinator meetings
- M2L – Professional Development sessions
- Grade meetings
- Staff and Professional Development meetings
- Other committees, the foci of which pertains to the position
- 'Students of Concern' meetings (twice a year)

Key Responsibilities

Responsibilities relating to the development of an effective and contemporary curriculum

- Assist with the implementation of the new curriculum in Pre-Kindergarten – Year 6.
- Work as a part of a team to identify trends in IT software, curriculum, teaching strategies, data management and resource provision.
- Work as part of a collaborative team to refine programming documentation in accordance with syllabus requirements.
- Assist in the preparation requirements of PAT, AAS (Academic Assessment Services), and NAPLAN assessments as required and be proactive in the analysis of all data.

Specific Responsibilities

- Working with the Assistant Head of Junior School to develop and refine new programming documents in accordance with the new syllabuses.
- Review class programs in accordance with a program checklist.
- Use your knowledge of deep learning, conceptual-based learning, and the new curriculum to offer support for teachers and to advise teachers about suggested improvements towards existing programs.
- Collaborate with teachers in adopting contemporary e-Learning strategies within their programs and ensuring the digital learning outcomes are being met.
- Work with the Diverse Learning team to develop strategies to extend and enrich the learning and opportunities provided for all students.
- Assist the Assistant Head of Junior School with overseeing each staff member's Quality Teaching and Professional Development goals by ensuring they are being set and maintained in an authentic manner. This may involve meeting with all teachers throughout the course of the year, conducting lesson observations and offering advice on professional development opportunities and areas of potential growth.

Assessment

- Ensure the assessment strategies used in all grades are both formative and summative; reflecting a range of inquiry-based, conceptual, authentic deep learning experiences that are also in line with NESA syllabus outcomes.
- In consultation with the Assistant Head of Junior School, and staff, create and refine Pre-Kindergarten – Year 6 assessment schedules.

Data Analysis

- Work with the Assistant Head of Junior School to analyse and track student progress and performance for assessment and reporting purposes.
- Regularly examine data from a variety of sources, including:
 - NAPLAN, PAT and AAS
 - External tests
 - School based assessments
 - Samples of student work and feedback from staff, students and parents about what is working and what isn't.
- Collaborate with the Diverse Learning team around using data to inform the most effective support and extension needed for students across all ranges of abilities.

Staff Support

- Create and model practices, policies, and structures that proactively problem solve identified gaps, and ensure all staff 'own' the problem of closing the gaps from a student-centred perspective.
- In conjunction with the Assistant Head of Junior School and the Head of Teaching and Learning, proactively assist teachers to keep abreast of current teaching and learning practices.
- Collaborate with the Assistant Head of Junior School and Head of Junior School about staff contributions, interactions, and any specific concerns you may have.

- Attend grade meetings to offer support to specific grades.
- Work with teachers to develop and maintain Individual Learning Plans for students when required.
- Assist in the delivery of curriculum-based staff meetings.

Student Support

- Offer support and advice to classroom teachers in specific instances where meeting student needs presents a challenge.
- Collaborate with the Assistant Head of Junior School and the Head of Teaching & Learning to ensure that adequate support is being given and distributed to all students who require it.
- Mentor the Junior School student leaders.

Parent Responsibilities

- Communicate with parents proactively regarding curriculum issues.
- Develop your profile and presence in the School community as a member of the leadership team by liaising with the entire School community.

Other

- Excursion overview and mapping for all grades.
- Assist with updating relevant sections of the School Policies.
- Collaborate with the Assistant Head of Junior School and teachers to assist with the development of class list preparation and handovers.

Any other matters as determined in consultation with the Head of Junior School, the Deputy Principal and or Principal.

This position requires the incumbent to work flexible hours. The incumbent will be required to attend meetings, functions, or promotional events as part of, or in addition to, normal working hours. Some duties will need to be performed at times other than during the School day or when students are in attendance.

Performance

There will be a review of the role at the end of the initial term of employment where the incumbent meets with members of the Executive team.