



## POSITION DETAILS

REPORT TO:	Principal
FTE:	In addition to teaching FTE
CLASSIFICATION LEVEL:	Coordinator

## JOB SPECIFICATION

### POSITION OVERVIEW

<b>Position Summary</b>	The Junior Primary Coordinator works closely with the Principal and Junior Primary staff and is responsible for supporting staff, students, and families in their area of responsibility.
<b>Reporting/ Working Relationships</b>	<ul style="list-style-type: none"> <li>Teachers are accountable to and under the direction of the Principal or delegate. The Principal provides educational leadership for the school and sets the general direction and ethos for all staff, students and community members.</li> <li>Teachers should maintain and foster positive relationships with all staff.</li> </ul>
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>Some out of hours work may be required</li> <li>The Junior Primary Coordinator will receive extra release time at the Principal's discretion</li> <li>The Junior Primary Coordinator will receive a Coordinator allowance for the time that they undertake this role</li> <li>The Junior Primary Coordinator position is for one school year only and may be renewed at the Principal's discretion</li> </ul>



## KEY RESPONSIBILITIES

KEY RESPONSIBILITIES	RELATED TASKS
Tasks	<p>You will have responsibility for leading the following activities and delivery of the following key tasks:</p> <ul style="list-style-type: none"><li>• Work in collaboration with the Principal in:<ul style="list-style-type: none"><li>○ Setting the strategic direction for the school</li><li>○ Motivating, inspiring, and aligning teaching practice with the school's mission, vision, and philosophy.</li></ul></li><li>• Plan and facilitate staff meetings in collaboration with the Principal and other leadership staff</li><li>• Support staff to manage and deal with student and family issues</li><li>• Encourage staff to provide a positive and supportive learning environment where student achievements are acknowledged</li><li>• Manage and support new staff, including induction and appraisal</li><li>• Establish and strengthen a strong sense of community across all school stakeholders</li><li>• Inspire professional sharing of practice among teaching staff, incorporating the requirements of the implementation of the Australian Teacher Performance and Development Framework</li><li>• Actively manage staffing matters within the areas of responsibility in consultation with the Principal where necessary</li><li>• Provide advice to the Principal on issues affecting the Junior Primary area</li><li>• Ensure good communication with parents in relation to issues affecting students in Junior Primary</li><li>• Share responsibility and support for event management across the school including, but not limited to: Premier's Reading Challenge; Junior Primary Sports Day; whole-school events such as the end-of-year picnic.</li><li>• Maintain teaching competency and currency of knowledge of relevant curriculum programs as required by the school and other relevant statutory authorities.</li></ul>



	<ul style="list-style-type: none"> <li>• Coach and observe teachers to improve teaching techniques, including reviewing and providing feedback on teacher planning.</li> <li>• Coordinate regular sub-school meetings to support, mentor and communicate important information to the junior primary teachers.</li> <li>• Attend weekly meetings with Principal and school leadership team.</li> <li>• Support teachers with fulfilling professional duties and responsibilities.</li> <li>• Assist the Principal with taking prospective families on school tours.</li> <li>• Coordinate and facilitate the ELC to Reception transition process including:             <ul style="list-style-type: none"> <li>○ Regular meetings with the ELC Director, Reception teacher and Principal to make sure the transition process is being implemented in an appropriate and successful way.</li> <li>○ Work collaboratively to timetable observation and transition visit times.</li> <li>○ Release Reception teacher(s) to complete student observations.</li> <li>○ Attend parent meetings alongside the ELC Director to discuss students' progress and supports needed to reach school readiness.</li> <li>○ Administer the Readiness for School Testing.</li> <li>○ Take part in parent interviews with the Principal for new Reception families.</li> </ul> </li> <li>• Work closely with the Diverse Education team to:             <ul style="list-style-type: none"> <li>○ Support teachers in implementing strategies to meet the needs of students with an IEP or CCP.</li> <li>○ Facilitate IEP or CC meetings</li> <li>○ Maintain contact with parents to address concerns and needs of children.</li> </ul> </li> </ul>
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## PERSON SPECIFICATION

### ESSENTIAL MINIMUM REQUIREMENTS

<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Relevant tertiary degree</li> </ul>
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	<ul style="list-style-type: none"><li>• Current registration with the Teachers Registration Board of SA</li></ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"><li>• High level of interpersonal, conflict resolution and communication skills</li><li>• The ability to work with all levels of staff and management</li><li>• Demonstrated ability to coordinate the management and motivation of a range of professional staff, including teachers, administrative staff, students and parents, to achieve defined outcomes</li><li>• Proven capacity to think and act innovatively</li><li>• Proven ability to communicate effectively both verbally and in writing.</li><li>• The ability to complete variable workloads to a high standard and to imposed deadlines</li><li>• Proven ability to work as a member of a team in a manner that fosters the support and co-operation of team members</li><li>• Demonstrated ability to achieve outcomes through effective delegation</li><li>• Proven leadership qualities and demonstrated ability to unite diverse activities to common aims</li><li>• Demonstrated commitment to the development and well-being of staff and students</li><li>• Ability to relate to and guide students in behavioural and disciplinary issues based on Christian principles consistent with the School's ethos</li></ul>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"><li>• An ongoing commitment to the Lord Jesus Christ as Lord and Saviour.</li><li>• A mature faith and active involvement in a local church.</li><li>• A proven lifestyle founded on Biblical Christian principles.</li><li>• A life that demonstrates the indwelling of the Holy Spirit.</li><li>• A willingness to affirm the foundation statements and principles promulgated by the School and ACS.</li></ul>



	<ul style="list-style-type: none"><li>• A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Teaching Junior Primary, including all relevant planning</li><li>• Proven experience in student behaviour management</li><li>• Demonstrated experience in ministering the Word of God and in preparation of devotional material</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Sound knowledge of the operation of a primary educational facility.</li><li>• Sound understanding of the Philosophy and Ethos of Sunrise Christian School</li><li>• Sound understanding of a Bible-based curriculum and pedagogical approach</li><li>• Understanding of the range of teaching methodologies necessary for teaching the appropriate range of learning styles</li><li>• Knowledge of student behaviour related issues and accepted management protocol</li><li>• Understanding of risk management requirements</li><li>• Knowledge of compliance requirements</li><li>• Sound knowledge and understanding of administrative systems and processes</li></ul>

## DESIRABLE CHARACTERISTICS

<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Postgraduate qualifications in leadership or theological qualifications will be well regarded.</li></ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"><li>• Modelling excellent teaching practice and the capacity to mentor other teachers, including graduates</li></ul>



	<ul style="list-style-type: none"><li>• Proven ability to develop and work with teams in a performance culture</li></ul>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"><li>• Willingness to enrol school-aged children in the School</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Experience in the preparation and conduct of staff training</li><li>• Experience in a team leadership role</li><li>• Experience in the professional development of staff</li><li>• Previous teaching experience in a similar Christian School would be an advantage</li></ul>

Authorised by: \_\_\_\_\_  
Principal Sunrise Christian School Whyalla

Date \_\_\_\_\_

Accepted by: \_\_\_\_\_  
Applicant

Date \_\_\_\_\_