



## JOB DESCRIPTION

<b>Job Title:</b>	Teaching and Learning Coordinator
<b>Job Type:</b>	Full- time
<b>Salary Classification:</b>	NT Christian Schools SAO 1.1 (6 wks AL)
<b>2020 Salary Range</b>	\$120,588.00 per annum, dependent on qualifications and experience. Plus superannuation contribution of 9.5% of your annual salary.
<b>School/Entity:</b>	NT Christian Schools Systems Office
<b>Responsible to:</b>	Chief Executive Officer
<b>Date:</b>	November 2020

### Introduction

All staff of NT Christian Schools are expected to have a clear understanding of, and unqualified commitment to, the NT Christian Schools Statement of Faith, 'What We Believe' and to act both in the work place and in other contexts in ways that are consistent with that basis.

In response to God's love for us through Jesus Christ, staff members ought to serve and love one another as Christ loves them. This also means acknowledging each other's fallibility and mutual reliance upon God. NT Christian Schools has expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

### General Expectations

Your work for NT Christian Schools involves serving and supporting those people for whom the organisation exists, namely students and their parents. This is the core function for all people employed by NT Christian Schools. Each is expected to work as a member of a team serving and supporting each other in the various tasks to which God has called them to. Each team member is expected to contribute positively to the maintenance of a pleasant, purposeful, productive and safe workplace.

These responsibilities and duties are, therefore, underpinned by expectations of generosity, openness, teamwork, effectiveness, efficiency, attention to detail, pleasant working relationships and maintenance of an effective, attractive, safe work environment.

### Parameters for this position

You are responsible for the oversight and strengthening of the NT Christian Schools Teaching & learning team and for providing systemic support and direction in the implementation and further development of policy/process in the areas of; Australian Curriculum, NT Christian Schools Metanarrative, Assessment, Reporting, Professional Learning and resources.

More particularly, you will:

- Foster, encourage and provide opportunities for teaching staff to engage with the primary role of teaching: *Teaching from a Christian perspective.*

- Coordinate and facilitate collaboration between school-based faculty representatives, systemic Teaching and Learning advisors and coordinators, library and teaching resource staff, and Principals on a regular basis.
- Develop and foster curriculum-focused networks within NT Christian Schools and other schools and educational sectors.
- Foster and develop deeper understandings of the NT Christian Schools Metanarrative.
- Provide oversight of assessment and reporting to fulfil government compliance.
- Provide information and facilitate Professional Learning of Christian Teaching.
- Support and ensure quality teaching in all Australian Curriculum Learning Areas and all that is involved with curriculum to all schools.
- Oversee and coordinate information and cross-school moderation for the Nationally Consistent Collection of Data (NCCD) for schools and submit data on behalf of NT Christian Schools.
- Oversee professional learning and reporting for English as an Additional Language/Dialect.

### **Responsibilities and Duties**

- Represent NT Christian Schools in relevant curriculum forums as directed by the Executive, both in the NT and nationally.
- Coordinate and facilitate *whole school curriculum and assessment plans* required for each school and *reporting plans* for each NT Christian School on an annual basis.
- Coordinate and facilitate two annual systemic teaching and learning days for specific teaching and learning professional learning (0-week and Over the Top conference week).
- Promote and coordinate professional learning for Christian education in each NT Christian School.
- Promote and support professional learning plans for teaching and learning for each NT Christian Schools campus.
- Visit each school location regularly.
- Oversight the duties and appointment of system-wide Curriculum/Learning Area Advisors.
- Continue to coordinate the development of teaching and learning programs that comply with NT Christian Schools' metanarrative and the Australian Curriculum.
- Regularly work with learning area groups (at least once a term) in urban schools to;
  - Develop teaching and learning programs.
  - Promote planning and review of units of work from an embedded biblical perspective.
  - Foster inter-school cooperation in teaching and learning development.
  - Promote the growth of skills in teaching and learning development among staff.
  - Promote sharing of resources, ideas and skills.
  - Promote common assessment tasks and NT Christian Schools moderation processes.
- In partnership with Principals, ensure that schools are using the Primary curriculum units and meeting curriculum requirements as set out by NT BOS.
- Monitor requests to deviate from the approved Primary units to ensure that it covers the necessary components of the Australian Curriculum and is driven by the metanarrative.
- Establish mechanisms for repository of exemplary curriculum units and related resources.
- Assist teachers in writing programs where necessary.
- Support, oversight and develop courses on NT Christian School's student management platform Canvas and the engagement of student learning.
- Review and support improvement of teacher 'Master' courses which include teacher programs, resources, assessment and scope and sequence.
- Perform any other duties as required by the CEO or delegate.

## **Selection Criteria**

### **Essential**

- Demonstrate an active Christian commitment.
- Ability to reflect the Christian faith underpinning NT Christian Schools in every aspect of operation.
- Be suitably qualified with an Education Degree (qualification must be recognised in Australia).
- Be registered, or have the ability to be registered with the NT Teacher Registration Board.
- Have knowledge and understanding of the Australian Curriculum.
- Supports Organisation policies and programs.
- Engages in the development, monitoring and implementation of teaching and learning programs that have a biblical perspective and deliver significant educational outcomes for students.
- Contributes actively to the leadership of the Teaching and Learning Agenda.
- Display a high level of competence in teaching and learning practices.
- Demonstrate excellent communication skills.
- Demonstrate the capacity to be an active team member and work collaboratively.
- NT Working with Children Clearance (Ochre card).
- Recent Criminal History Check (issued within the last 12 months).

### **Desirable**

Master's in Education from the National Institute of Christian Education (NICE).