



## LEARNING & TEACHING COACH

Responsible to: **PRINCIPAL**  
 Report to: for Learning and Teaching matters: **DEPUTY PRINCIPAL LEARNING & TEACHING**  
 Report to: for Professional Conduct and Pastoral Care: **DEPUTY PRINCIPAL – HEAD OF CAMPUS**

### REMUNERATION & TIME ALLOWANCE

Position of Leadership Allowance: POL2  
 Time Allowance: 5 Periods per cycle  
 Tenure: 3 Years

### Position Description – Arts Coach

STATEMENT OF DUTIES	
Contemporary Teaching	<ul style="list-style-type: none"> <li>• <b>Lead the Key Learning area through a solutions focused coaching Model. Assist classroom teachers in the development of best teaching practice and implementation of programs that improve student performance and learning outcomes.</b></li> <li>• <b>Promote the College Vision for ACTIVE Learning</b></li> <li>• Develop a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs</li> <li>• Understand and adhere to State and National course requirements including the standards of professional practice – Australian Standards of Teaching – and the CECV</li> <li>• Employ a variety of effective teaching strategies to effectively implement the curriculum</li> <li>• Give appropriate time to lesson planning and organisation</li> <li>• Enact State and National course requirements via College UbD documentation</li> <li>• Keep accurate records of student attendance</li> <li>• Embrace the use of information and communications technologies to enhance learning</li> <li>• Engage in learning progress discussions</li> <li>• Write formal academic reports that conform to report writing guidelines</li> <li>• Monitor the progress of each student and provide meaningful and regular feedback to each student on their progress</li> <li>• Liaise with appropriate support staff in the implementation of the curriculum</li> <li>• Begin and end all classes on time. No student should be dismissed before the scheduled end of lesson</li> </ul>
Pastoral Care and Child Safety	<ul style="list-style-type: none"> <li>• Provide students with a child-safe environment</li> <li>• Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety</li> <li>• Proactively monitor and support student wellbeing</li> <li>• Exercise pastoral care in a manner which reflects school values</li> <li>• Implement strategies which promote a healthy and positive learning environment</li> </ul>

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<p><b>Curriculum</b></p>	<ul style="list-style-type: none"> <li>• To work collaboratively with the West Campus Arts Coach Leader to promote the College Policy of “ One College” and ensure consistent , Assessment and Reporting</li> <li>• To share a co-responsibility with the Principal for the professional growth of members of the department.</li> <li>• To actively coach subject teachers through the St Peter’s Coaching Model.</li> <li>• To journal coaching duties undertaken throughout the year through the A.R.M process</li> <li>• To analyse data relevant to their subject area and develop strategies to improve student outcomes.</li> <li>• To organise regular subject workshops (at least twice per term).</li> <li>• Records of all such workshop should be stored on AODocs for future reference by subject teachers, and copies recorded via CEVN.</li> <li>• To review assessment programs regularly through the year and to ensure valid and rigorous testing and assessment has been delivered to students.</li> <li>• To keep on file a copy of tests/exams given in the subject during the year.</li> <li>• To submit a Departmental Budget for the coming year.</li> <li>• To encourage teachers to be aware of current developments in pedagogy, including technology, video and films.</li> <li>• To liaise with the Deputy Principal Teaching &amp; Learning in monitoring in-service within the department.</li> <li>• To liaise with Subject Leaders from other schools in the area.</li> <li>• To liaise with the Deputy Principal Learning and Teaching concerning allocation of staff within the department.</li> <li>• To ensure that the College is a member of the relevant Subject Association and that information from the Association is made available to department members.</li> <li>• To ensure that relevant feedback, with respect to professional learning activities, is given to members of the team. All Professional Development should be recorded via CEVN.</li> <li>• Liaise with the Book Hire Manager in regards to changes of texts including stationary lists and e books.</li> <li>• To ensure that subject excursions are monitored and planned in accordance with College Excursion Policy.</li> <li>• To liaise with Deputy Principal Learning and Teaching concerning allocation of mentors and buddies to new staff.</li> </ul>
<p><b>Professional Learning</b></p>	<ul style="list-style-type: none"> <li>• Have current knowledge of curriculum initiatives in your teaching areas</li> <li>• Commit to ongoing professional development in your teaching areas</li> <li>• Be open to researching areas of interest relevant to directions provided in the school’s strategic plan</li> <li>• Continue development of ICT skills as technologies evolve</li> <li>• Participate in the staff appraisal process</li> <li>• Be an active member of a relevant professional association as duties permit</li> <li>• Support collegial learning by acting as a mentor or supervising and supporting a student teacher</li> </ul>
<p><b>Co-Curricular Involvement</b></p>	<ul style="list-style-type: none"> <li>• Support and be involved in the co-curricular program</li> <li>• Proactively encourage students to participate in co-curricular activities</li> <li>• Act as a role model for participating students</li> <li>• Keep accurate records of student attendance and participation within the co-curricular activity</li> <li>• Create and maintain a safe environment in which students may enjoy their participation</li> <li>• Oversee the provision and care of relevant equipment materials and first aid requirements</li> </ul>
<p><b>General and Administrative Duties</b></p>	<ul style="list-style-type: none"> <li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures</li> <li>• Work with the Laboratory Technicians to manage Science Department needs</li> <li>• Maintain currency of first aid, mandatory reporting and anaphylaxis training</li> </ul>

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	<ul style="list-style-type: none"> <li>• Demonstrate duty of care to students in relation to physical and mental wellbeing</li> <li>• Contribute to the College publications , including regular newsletter articles , The Rock and the Curriculum Handbook</li> <li>• Attend Coaches Meetings</li> <li>• Chair Key Learning Area Meetings</li> <li>• Facilitate PLT Meetings</li> <li>• Attend all relevant school meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities</li> <li>• Participate in duty supervision as rostered and other supervision duties when required</li> <li>• Demonstrate professional and collegiate relationships with colleagues</li> <li>• Uphold the professional standards expected of a teacher</li> <li>• Other duties as directed by the Principal</li> </ul>
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## SELECTION CRITERIA ( Arts Coach)

<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of the ethos of a Catholic school and its mission</li> <li>• A demonstrated understanding of the Church's teachings and the Catholic teacher's role in the mission of the Church</li> <li>• A demonstrated capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ</li> <li>• A capacity to integrate the Church's teachings into all aspects of curriculum</li> </ul>
<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• Experience working with children</li> <li>• A demonstrated understanding of child safety</li> <li>• A demonstrated understanding of appropriate behaviours when engaging with children</li> <li>• Familiarity with legal obligations relating to child safety (e.g. mandatory reporting)</li> <li>• Be a suitable person to engage in child-connected work</li> </ul>
<b>Education and Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Teaching qualifications</li> <li>• Current Victorian Institute of Teaching (VIT) registration</li> <li>• Accreditation to teach in a Catholic school (or be working towards such accreditation)</li> </ul>
	<p><b>Desirable Other:</b></p> <ul style="list-style-type: none"> <li>• Accreditation to Teach Religious Education</li> <li>• Relevant post-graduate studies (or working towards such qualifications)</li> <li>• Demonstrated understanding and experience of the learning and teaching pedagogy associated with the Victorian Curriculum</li> <li>• Demonstrated experience in using ICT to teach subject area</li> <li>• Preference for experience in inquiry based learning and use of student data to maximise learning outcomes</li> </ul>
<b>Skills/Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team</li> <li>• Good oral and written communication skills, including ability to communicate with children, parents and the school community</li> <li>• Experience and proven record in effective learning and teaching skills, including management of composite classes/mixed ability classes</li> <li>• Ability to demonstrate an understanding of appropriate behaviours when engaging with children</li> <li>• Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions</li> </ul>

- Leadership qualities
- Self-motivation
- Ability and willingness to accept policy directives
- Highly effective time management skills