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Emmanuel College ABN 71 010 563 256 CRICOS Provider No. 00789B

## Position Description

**Position Title:** Senior School Subject Coordinator

**Area of Appointment:** Senior School

**Reporting Relationship:** Accountable to the Dean of Faculty, through the (Director of Studies) to the Head of Senior School, and ultimately to the Principal.

The Senior School Subject Coordinator Position Description is read in conjunction with the Classroom Teacher Position Description, and with reference to the Dean of Faculty Position Description.

### Overview

The Senior School Subject Coordinator is a dedicated and innovative educator who supports their Faculty – especially in the areas of curriculum, resources, assessment and reporting.

### Duties & Responsibilities

The Subject Coordinator takes responsibility for:

- Leading curriculum in their area in such a way that it is in line with College expectations (especially around excellence *for all*, access *for all*, and the desire to weave the compass values throughout the curriculum.)
- Leading the guaranteed, viable, timely and compliant administration of assessments, exams and reporting – including external assessments and exams through the Line Management process.
- Creation of and management of modified assessments for students identified as being on a modified assessment program.
- Placing assessments and student confirmation samples in the QCAA portal. Meeting curriculum obligations with other external organisations. QCAA and external organisation liaison will come through the Line of Management (from the Director of Studies-Curriculum through your Dean of Faculty). Informing students, parents and teachers of curriculum assessment and reporting processes and policies in your subject will also follow the Line Management process (through your Dean of Faculty and your relevant Director of Studies).
- Actively developing the quality of the curriculum. In other words, *addressing the questions, is this the best viable and guaranteed curriculum, and is this curriculum along with assessment and reporting processes compliant, timely, and achievable?*
- Collecting and analysing data and communicating that analysis to the Dean of Faculty and Director of Studies. Your subject data will be shared with staff, students and parents, in order to answer the questions: *is every child learning, and how can we help each child learn more?*
- Being accountable to your Dean of Faculty for ensuring curriculum, resources, assessment and reporting are maintained on Schoolbox.

- Providing appropriate student enrichment opportunities within their subject area that create an environment in which individual potential is recognised and supported.
- Planning and implementing subject specific experiences in liaison with the Dean of Faculty (eg activities, camps, excursions, events and overseas trips etc), and in accordance with ACE protocols.
- Ensuring staff are up-to-date in their understanding of curriculum, curriculum-related ICT, and subject knowledge. This may involve organizing Professional Development through your Dean of Faculty.
- Supporting the Dean of Faculty in ensuring excellent staff pedagogy.
- Attend Faculty meetings.
- Teaching at least one class in your relevant curriculum area.
- **Student Protection**
- Emmanuel supports the rights of children and young people and is committed to the safety, welfare and wellbeing of students. We expect all staff and volunteers to share this commitment by:
  - Being informed of their responsibilities in relation to child protection including, but not limited to, all Child Protection training and being familiar with the Child Protection Code of Conduct.
  - Following all legislative requirements, Child Protection Policy and Working with Children Policy.
  - Wearing the name badge at all times.
  - Immediately reporting any suspicions of inappropriate, unlawful or unusual behaviour of students, colleagues or visitors to the College and its duty of care to protect students and staff from harm (self or other).

### Work Health and Safety

To comply with WHS 2011 legislation, all employees are responsible for the safety of themselves, students, visitors, volunteers and fellow staff members by being proactive in their duty of care:

- Reporting any identified hazards or safety issues to the College WH&SA.
- Complying with and being supportive of Work Health and Safety requirements, as published on Schoolbox.
- Carrying out work practices in accordance with current Work Health and Safety standards.
- Ensuring all third party partnering arrangements comply with legislated requirements.
- Ensuring that no equipment, materials, appliances or chemicals are brought to the College which do not meet the required safety standards.
- Lodging risk assessments for all external and internal risk activities.
- Reporting any accidents involving students.
- Undertaking training, as required.
- Following all safety procedures and instructions.