

## POSITION DESCRIPTION

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| <b>Job Title</b>    | Subject Area Coordinator | <b>Position Type</b> | Permanent Full Time |
| <b>Department</b>   | Technology               | <b>Location</b>      | Onsite              |
| <b>Line Manager</b> | Head of Secondary School |                      |                     |

### Position Summary

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The Technology Department is one of the key departments in the Secondary School of Ormiston College. Students have the opportunity to study Design, Engineering and Digital Solutions in the Senior School, and Digital Technology and Design and Technologies in the Middle School.

The Subject Area Coordinator will have a proven capacity to effectively teach one of the QCAA General Subjects of Design, Engineering or Digital Solutions. The ability to teach more than one of these QCAA General Subjects will be advantageous but not essential.

The Subject Area Coordinator will demonstrate strong pedagogy, employing a repertoire of teaching strategies. An ability to plan, deliver and adapt classroom instruction, drawing upon a knowledge and understanding of a wide range of pedagogical frameworks is essential.

The Subject Area Coordinator will be able to use data to drive improved outcomes and develop personalised learning pathways. The College also places strong emphasis on the meaningful integration of ICTs into the teaching and learning programs.

The Subject Area Coordinator will be a person who brings obvious energy, enthusiasm and passion to the role. As a leader, the ability to articulate a clear Department vision within the Mission of Ormiston College is essential.

As well as demonstrating high-level administration skills, the Subject Area Coordinator will be a person who demonstrates strong interpersonal and team leadership skills. This includes possession of well-developed communication skills and the ability to create and maintain positive relationships based on respect and trust with students, parents, colleagues and the wider College community.

The Subject Area Coordinator is expected to willingly contribute to the co-curricular program of the Secondary School.

### Reporting Relationships

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The Subject Area Coordinator is accountable to the Head of Secondary School for all routine matters and the daily operation of the school, and the Headmaster.

## Selection Criteria

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Your application for this position should specifically address each of the selection criteria listed below. Shortlisting and selection will be based on responses to these selection criteria.

- SC1: Competence and capacity to provide educational leadership in the facilitation of all aspects of a high-calibre business program.
- SC2: Ability to support staff to achieve excellent outcomes through the adoption of quality practices, modelling the achievement of challenging goals, and continuous learning and performance improvement in the teaching of Business subjects.
- SC3 Effective and efficient management and use of resources to achieve agreed educational goals.
- SC4 Skill in establishing and developing effective and productive interpersonal relationships.
- SC5 An understanding of, and commitment to, the aims, objectives, and ethos of Ormiston College, in both its curricular and co-curricular programs.

## Position Responsibilities

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### Leadership by:

- Demonstrating outstanding teaching of allocated classes.
- Implementing the Teaching and Learning Framework within the Business Department.
- Implementing the meaningful use of ICTs within the Business Department.
- Using data to inform curriculum and differentiation.
- Guiding the future direction of the Business program.

### Efficient Management by:

- Directing and evaluating the implementation of the College's Business program, and associated policies, procedures, and budgets.
- Effectively supervising Business Department staff, including performance appraisal and professional development.
- Maintaining high standards of student involvement and performance.

### Positive Relationships by:

- Working collaboratively with staff, parents and students to ensure excellent outcomes in Business.
- Nurturing the profile of Ormiston College and the Business program within the wider community.

### Outcomes by:

- Targeting activities and programs towards maximising the potential of all students.

**KEY DUTIES** of this position include, but are not limited to:

**Organise and lead:**

- Performance, development, and outcomes of the team of Business teachers.
- Curriculum development and effective teaching across the Business Department to optimise student achievement.
- Professional and in-service needs of teachers and take leadership in sharing with the College and teachers the responsibilities for the professional development of staff.
- Business programs and students.

**Manage:**

- Classroom teaching at all levels.
- Student files and folios.
- Assessment and reporting program, including setting and administration of assessment items, and standardised Student Reporting.
- Internal and external moderation processes.
- QCAA and other legislative requirements.
- Compilation of Annual Operational Plan, and other policies, procedures and handbooks.
- Materials, resources, and budgeting.
- Excursions and local and national competitions.

Coordinate and liaise with others to:

- Optimise staff and student performance and deal with problems in these areas.
- Assist with timetabling teachers and teaching spaces.
- Compile the annual budget.
- Align the Business Program with the College's academic goals and curriculum philosophy.
- Facilitate staff meetings.
- Maximise benefits of community relationships.
- Fulfil the Department's role in College events such as Parent Information Evenings.
- Perform other duties as required by the Head of School or the Headmaster.

## **Additional Requirements**

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All employees of Ormiston College are required to:

- Represent the College well and actively contribute to the general philosophy and spirit reflected in the Ormiston College policies, procedures, and guidelines.
- Maintain a degree of flexibility in working hours from time to time as required for the position.
- Accept that the College reserves the right to modify the position to meet its operating needs.
- Undertake other reasonable and relevant duties within the employee's skills, knowledge, and capabilities, as directed by the Headmaster or their representative.

## **Qualifications**

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Current full registration with Queensland College of Teachers.

## Core competencies

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| <b>Integrity:</b>                          | <ul style="list-style-type: none"> <li>• Demonstrates honest, ethical, and transparent behaviour in all actions and decisions. Acts in the best interests of the College, upholding its values and maintaining trust.</li> </ul> |
| <b>Initiative:</b>                         | <ul style="list-style-type: none"> <li>• Proactively takes on responsibilities and challenges, identifying opportunities to improve outcomes without needing direction.</li> </ul>   |
| <b>Flexible Team Player:</b>               | <ul style="list-style-type: none"> <li>• Works effectively across a variety of situations, individuals, and groups, applying a 'whatever it takes' attitude to support the broader team and College community.</li> </ul>        |
| <b>Planning and Organisational Skills:</b> | <ul style="list-style-type: none"> <li>• Establishes and follows a clear course of action to achieve both short- and long-term goals in an efficient and structured manner.</li> </ul>   |
| <b>Achievement Driven:</b>                 | <ul style="list-style-type: none"> <li>• Sets clear goals and works persistently to achieve them with enthusiasm, determination, and a commitment to continuous improvement.</li> </ul>  |
| <b>Communication Skills:</b>               | <ul style="list-style-type: none"> <li>• Communicates clearly, professionally, and confidently in both written and verbal forms with internal and external stakeholders.</li> </ul>  |
| <b>Organisational Competencies:</b>        | <ul style="list-style-type: none"> <li>• Community Orientation: Demonstrates a strong commitment to adding value to the student and family experience, always ensuring positive and supportive engagement.</li> </ul>            |
|  | <ul style="list-style-type: none"> <li>• Strives for high performance: Consistently seeks excellence in work output for self and others, setting high standards and striving for continuous improvement.</li> </ul>              |
|  | <ul style="list-style-type: none"> <li>• Teamwork and Co-operation: Works collaboratively with others, valuing diverse perspectives and contributing positively to team outcomes.</li> </ul>                                     |
|  | <ul style="list-style-type: none"> <li>• Flexibility: Adapts behaviour and approach to suit changing environments, responsibilities, or the needs of others.</li> </ul>  |
|  | <ul style="list-style-type: none"> <li>• Time Management: Effectively plans and prioritises tasks to manage time efficiently and meet deadlines.</li> </ul>  |
|  | <ul style="list-style-type: none"> <li>• Thoroughness: Pays attention to detail, ensuring accuracy and completeness in all work tasks and documentation.</li> </ul>  |

## Position Requirements / Characteristics / Personal Attributes

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- Minimum 3 years of proven leadership experience in education, with demonstrated ability to inspire and mentor students.
- Excellent relationship-building skills with students, staff, and parents.
- Maintain a regularly calm presence whilst being considered and confident in decision-making.
- A high level of emotional intelligence.
- A strong moral and ethical compass and a capacity to cultivate credibility and honesty.
- A high level of confidentiality and discretion.
- Strong leadership and mentoring skills with an ability to encourage positive student morale.
- Demonstrated experience and skills in educational leadership, preferably in a similar college setting.
- Demonstrated capacity for innovation and innovative thinking: a creative and critical thinker open to new possibilities.
- High-level written and verbal communication skills with an ability to present information clearly and succinctly to a range of audiences.
- Ability to work both independently and collaboratively, contributing positively to a supportive College environment
- A commitment to integrity, professionalism, and the well-being of students, reflecting the College's values such as responsibility and good citizenship

## How to apply

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- Via Seek – submitting your resume and cover letter, which includes covering the selection criteria.
- Via Email – submit your application to [humanresources@ormistoncollege.com.au](mailto:humanresources@ormistoncollege.com.au). Please attach your resume and cover letter, which includes covering the selection criteria.

We extend our sincere thanks for your interest in joining the team at Ormiston College; however, only those selected for an interview will be contacted.

Applications will not be accepted after the closing date.

The College reserves the right to interview and appoint a suitable candidate prior to the closing date of this advertisement. We encourage interested applicants to submit their application as soon as possible.

Other conditions of employment, including entitlements, are as per the Ormiston College Enterprise Agreement, a copy of which will be available upon request should your application progress to interview.

Further information about Ormiston College can be accessed at [www.ormistoncollege.com.au](http://www.ormistoncollege.com.au).