JOB DESCRIPTION

St Stephen's School
SERVE GOD SERVE ONE ANOTHER

Job Title:	**Primary (PK-Y6) Pedagogy Coordinator (0.7FTE)**
Reports To:	**Deputies of Primary& ELC (Duncraig)**
Direct Reports:	**Teaching and Support staff**
Section of School:	Duncraig Primary and ELC
Liaises with:	Deputy Heads of Primary and ELC, Teaching and support staff and Head of Campus

St Stephen's School Vision:	St Stephen's School is a Uniting Church School that is Christ centred, student focused and community based
St Stephen's School Values:	The way that we go about our business at St Stephen's is underpinned by five core values. All students, staff and Council members are expected to embrace these values as they undertake their various roles. • Faith • Learning • Care • Service • Community
Role and intent:	The Pedagogy Coordinator will have specific oversight for Primary curriculum matters (PK – 6) while operating within the context of a PK – 12 school model. The Pedagogy Coordinator will be expected to continue to drive the excellent work of the Primary School and provide leadership, and coaching of the education staff to support staff in providing high quality, consistent outcomes in student learning is at the heart of the role.
Role requirements:	**Personal:** • Role model Christian behaviour in all aspects of the role • Commitment to the Christian emphasis and culture of the School. As the School is a school of the Uniting Church in Australia with an active Christian ethos, it would be preferred that the staff will be practising Christians • Work autonomously and effectively in an environment where it is important that time is used efficiently, honestly and resourcefully • Interaction with others in ways that is consistent with Christian beliefs and values • Demonstrate continual commitment to St Stephen's vision, values and strategic plan • Constantly strive to upskill in current best practice and quality research **Leadership:** • Participate in the visionary and strategic leadership of St Stephen's School. • Demonstrate a capacity to develop a climate of trust with colleagues, students, and parents in a Christian school setting • Foster positive working relationships across the Primary School, demonstrating emotional intelligence, and excellent interpersonal, negotiation and conflict-resolution skills.

- Lead, support and manage the creation of a culture that sets high expectations for all employees
- Always act in a manner that seeks to enhance the safety culture and performance of the School. Promote a high level of compliance to the Safety and Wellbeing Policies and Programmes through effective leadership.
- The co-ordinator is expected to work alongside the Deputies of Primary in implementing whole school initiatives and ensuring smooth and supportive transitions across the School
- Strong communication skills
- Experience in teaching and complex pastarol care matters involving students and families

Teaching and learning:

- Facilitate the implementation and evaluation of effective teaching and learning programs
- Support staff to improve student outcomes
  Support staff to manage student behavioural and emotional issues
- Assist in overseeing the collection of data for accountability and student progress.
- Some teaching duties maybe required at times by negotiation

Staff:

- Support the implementation of the School Aims, Strategic Plan, Policies and Procedures (refer to our website for more information).
- Guide and coach staff for continuous improvement in pedagogy, pastoral care and curriculum development.
- Work with school systems and software platforms.

Students:

- Promote student safety, learning and care
- Meet with parents and consult with outside agencies about the care of children
- Oversee the development of policies relating to curriculum
- Support the implementation of Government mandated students programs.

Community:

- Build positive partnerships between students, staff, families and the wider community
- Participate in the leadership structures and networks of the School
- Contribute to professional organisations, education forums and publications.

General

- Provide a child safe environment in accordance with the child safe standards and adhere to the School's policies and procedures regarding student safety, health and wellbeing
- Undertake and apply Work Health and Safety requirements and adhere to the School's policies and procedures at all times
- Serve as a good ambassador of the School

Key Performance Indicators:	• Teachers (AITSL Standards) reviewed through Annual Evaluation and Goal setting • Ensure students, parents and the wider School community are provided with a quality and appropriate service in a timely, effective and friendly manner • Identify professional and personal development needs and seek out ways to meet them • Strive to identify areas and processes for ongoing improvement in teaching, learning and service • Always act in a manner that seeks to enhance the safety culture of the School. • Participate in Work Health and Safety induction and training. • Ensure that all documentation and communications are prepared and presented in a professional manner and in a way that reflects the School's ethos and values • Ensure the safety of staff and students • Other KPI's will be agreed with your manager through the induction process and ongoing evaluation and goal setting.
Selection Criteria:	• Appropriate teaching qualifications and current registration with Teacher Registration Board of Western Australia (TRBWA) • The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment • Be a passionate and proactive educational professional • Be able to role model Christian behaviour in all aspects of the role • Strong staff management and communication skills • Experience negotiating and resolving complex matters involving students and families • Innovative, be flexible and be capable of independent work • Budget management experience • Coaching and mentoring experience **General** • Participation in appropriate professional contributions to the learning area beyond the School. • Experience in and a preparedness to contribute to the School's camping, retreat and extra-curricular programs. • Willingness to positively and actively contribute to the Christian culture of the School • Always act in a manner that seeks to enhance the safety culture and performance of the school. • Experience negotiating and resolving complex matters involving students and families

I understand and accept the responsibilities as outlined in this Job Description.	
Signed: [acceptance_status]	**Date:** [acceptance_date]
This document was approved by HOC and Primary Deputies / Oct 2023	

The below information is not required to be printed

Version	Date	Review Date	Author	Comments	Approval
1	Oct 2023	Oct 2023	Rosemarie Dunn	New	HOC