



# Atlantis Beach Baptist College

## Coordinator of Primary Duty Statement

Atlantis Beach Baptist College seeks to employ a Christian, suitably qualified, dedicated and enthusiastic Coordinator of Primary. It is expected that the appointed teacher will work closely with the College Principal and collaboratively with other staff.

Atlantis Beach Baptist College expects that all staff will at all times demonstrate the highest possible professional, Christian and ethical standards whilst employed in the ministry of the College.

### **Scope of role**

- Advisor to the College Principal of all matters relating to Primary student care and management
- Line Manager to all Primary Teachers and allocated operational staff
- Oversight of discipline and uniform standards for Primary students
- Oversight of Duty of Care standards for Primary students
- Member of the College Management Team (CMT)

### **Duties and responsibilities of the Coordinator of Primary**

The specific responsibilities associated with the role will be negotiated with the College Principal. The Coordinator of Primary is at all times expected to represent the College Principal's role as it relates to the Primary School and needs to build partnerships and develop a climate of trust within the Atlantis Beach Baptist College Primary school community.

### **Leadership**

In collaboration with the Principal and other members of the administrative team, the Coordinator of Primary:

1. Provides educational leadership in the College and the community by helping develop and promote the College's values, ethos and priorities, and encouraging school staff, volunteers from the community and others to share ownership of the College's vision and goals.
2. Uses effective change management strategies to assist the school community to accept and develop opportunities for improved service.
3. Assists the College Principal to facilitate workforce effectiveness in leading and motivating school staff in planning that is directed at improving outcomes for students and the level of service delivered by the College.
4. Contributes to the development of school improvement plans (including The Strategic Plan, Curriculum Plan, School Improvement Plan etc.) through participative decision-making, including assisting in developing policy, and establishing and maintaining systems.
5. Uses professional knowledge and understanding to promote teaching and learning within the Primary school community, fostering the development of a responsive and inclusive school-based curriculum.
6. Provides strategic direction for Primary staff, and models and promotes a culture of improvement of professional performance, providing coaching and mentoring where appropriate.
7. Establishes and manages administrative and operational systems in the relevant area of responsibility in order to ensure the effective operation of the school, within College, legislative and industrial policy and guidelines.

8. Has a significant role in the daily management of staff and student wellbeing in the Primary school and have an advisory role for the management, or shared management, of the Primary school timetable.
9. Provides a mature Christian example to staff, students and parents through the maintenance and development of their own personal Christian faith.
10. Teaches and leads scriptural based lessons/devotions to staff from the Bible.
11. Prays for staff, students and parents.

### **Management**

The Coordinator of Primary is accountable to the Principal for the effective operation of the relevant area of responsibility through:

1. Assisting the Principal to ensure compliance with relevant legislation, College policies and procedures, and the management of financial, physical and human resources.
2. Ensuring staff are provided with timely and appropriate feedback about their performance and presented with opportunities for professional learning and growth.
3. Assisting the Principal to ensure appropriate information systems are in place to report on compliance.
4. Utilising these information systems to ensure accurate and timely reporting on school performance, which is used to inform planning and decision-making, and to ensure accountability for the performance of the school.

### **Outcomes**

The overall purpose of the following outcomes is to support student learning.

1. Effective leadership in the context of the educational policies and programs of Atlantis Beach Baptist College is provided to staff and students and the College's vision and mission is promoted to the school community.
2. The school improvement plans (including The Strategic Plan, Curriculum Plan, School Improvement Plan etc.) and associated policies and learning programs are developed, implemented, monitored and reviewed in collaboration with College staff, students and the community.
3. Accountability for student learning outcomes and learning programs is demonstrated through appropriate monitoring and reporting of outcomes.
4. Administrative and operational systems and resources, including financial and physical resources, are managed effectively and ethically.
5. Effective and equitable human resource management practices that comply with legislation and ensure that staff has access to appropriate professional development and performance management and change is managed strategically.

### **Other**

1. Put into practice all Atlantis Beach Baptist College policies and procedures as required.
2. Attend College functions, events and meetings in and out of schools hours and undertake duties related to their teaching and leadership role in the Primary School.
3. Liaise with school support services, including other staff, such as the Chaplain, Therapists and Learning Enhancement staff to support students.
4. Maintain and uphold the College's high standards of behaviour, work standards and uniform presentation as they work with and interact with students and their families.
5. Provide appropriate pastoral care to the students under their care in consultation with the Principal, Teachers and Chaplain.

6. Fulfill all duty of care obligations to students under their supervision/care ensuring the highest possible standards of health and safety are put into practice.
7. Endeavour at all times to demonstrate the College's values in attitude and practice.
8. Maintain a personal Christian faith.
9. Support and contribute to the Christian ethos of the College.
10. Seek to resolve differences constructively.
11. Other duties as requested by the Principal.

### **Qualifications**

1. A teaching qualification, recognized by the Teachers Registration Board.
2. Current Police Clearance and Working with Children's Check.
3. The successful applicant will have excellent inter-personal and professional qualities, including compassion, high order written and oral communication skills, initiative and the ability to work as part of a team.

### **EMPLOYMENT DETAILS**

The position is initially part time 0.4FTE, commencing Term 2, April 26, 2016. The position will become full time (1.0FTE) on Wednesday July 13 at the start of Semester 2, 2016.