



KLA COORDINATOR ROLE DESCRIPTION

PURPOSE OF ROLE

The KLA Coordinator has delegated responsibility for the overseeing and developing of the faculty academic program as a reflection of the College academic program.

The KLA Coordinator gives expression to the College's mission and vision by leading the development and implementation of a student centred, intellectually challenging and wide ranging curriculum within their faculty.

The KLA Coordinator supports the Assistant Principal Learning and Teaching in the development and implementation of teaching and learning so that it is responsive to the academic, vocational and personal development needs of young women.

The KLA Coordinator supports faculty staff in the development of a learning environment so that students can reach their full academic potential and be supported, challenged and cared for in this process.

The KLA Coordinator develops structures and processes to monitor the development of pedagogy in the faculty, monitor student progress and encourage ongoing effectiveness in the achievement of academic excellence.

KEY AREAS OF RESPONSIBILITY

The KLA Coordinator is responsible and accountable to the College Principal and the Assistant Principal Learning and Teaching. The KLA Coordinator is a member of the College KLA Coordinator team and pastoral team and ensures faculty representation on appropriate committees. The KLA Coordinator supervises and manages the faculty teams.

The KLA Coordinator, together with the Assistant Principal Learning and Teaching, exercises effective team leadership in the development and support of effective and efficient faculty teams and focuses on the development of St Patrick's College as a learning community of the highest quality.

ROLE ACCOUNTABILITIES

Lead the faculty in developing and implementing the vision and mission of the College

- Work with the leadership team, management team, Year Coordinators and Mission Coordinator to map and develop opportunities that expose and infuse the Benedictine spirit within students of the College.
- Develop curriculum policy, programs and practices which express the mission and vision.
- Promote and develop the beliefs, ethos and Benedictine values in every aspect of the College curriculum.
- Support the integration of charism of Good Samaritan Education throughout the curriculum.



- Engage with staff in the process of ensuring curriculum readiness and compliance for Registration and Accreditation.
- Evaluate the curriculum in the context of the College's vision statement, particularly in its response to the needs of girls of all abilities.
- Implement the process for the development and review of assessment and reporting criteria, policies and procedures.
- Ensure that the student reports and outcomes are compliant with the College and NESAs requirements.
- Implement ongoing procedures that ensure that the College meets NESAs Registration and Accreditation requirements.
- Communicate effectively with parents regarding College expectations.
- Consult with the Assistant Principal Learning and Teaching, Assistant Principal Students and/or Year Coordinators on issues or concerns arising from the curriculum that affect student welfare.

Model and foster collaborative and personal leadership within the College community

- Model effective interpersonal communication skills, including the skills of effective listening, conflict resolution, negotiation, mediation, assertiveness and constructive confrontation.
- Contribute effectively to the strategic thinking of the curriculum team and to its identification, analysis and discussion of College issues.
- Implement decisions of the College leadership team specific to the role and to the cohesive functioning of the team.
- Facilitate the development of subject curriculum and co-curricular programs by contributing to educational discussion and debate.
- Seek and promote leadership professional development opportunities so as to be competent and confident in the role and familiar with current educational discussion and debate.
- Membership of, and network with, relevant professional bodies.
- Participate as a member of the College curriculum team in College functions, sharing this responsibility with other members of the team.
- Undertake other duties as specified and delegated by the College Principal and Assistant Principal Learning and Teaching.
- Loyal to the College Principal, Board and leadership team.

Assist the Assistant Principal Learning and Teaching in the leadership and coordination of whole school curriculum and the cohesive, effective management of its development and review

- Coordinate the faculty team.
- Oversee, monitor, advise and support teachers in carrying out their academic teaching role in the College.
- Facilitate and manage the appraisal processes for allocated staff.
- Organise, chair and record formal faculty meetings.
- Support the faculty in the development of their classroom management skills and build cohesive and innovative faculties.
- Mediate in issues and complaints from parents, other stakeholders and the wider College community regarding student academic performance and results.
- Affirm the work and role of faculty members and the contributions that they make to support learning within the faculty.



Foster the development of interconnecting academic and pastoral programs in the faculty

- Assist the Assistant Principal Learning and Teaching to map, review and develop key learning experiences for students in Year 7–12.
- Collaborate with other faculties where possible to develop subject integrated rich learning tasks.
- Implement procedures to ensure the effective assessment and reporting of student progress.
- Liaise with the Learning Enhancement Coordinator regarding students with special needs and/or disability provisions.
- Maintain relevant documentation and records of communications, recommendations and plans and strategies for individual students.
- Monitor student academic data through the school database.

Undertake the development of the College's commitment to academic care through appropriate policy and program development and staff professional development

- Participate in opportunities for communication with students and their parents through parent forums relevant to their needs.
- Negotiate and liaise with teachers, parents, students and Year Coordinators where subject specific situations arise.
- Implement appropriate policy in the area of academic care.

Ensure that teaching and learning programs are intellectually challenging, meet the needs of all students and enable each student to experience teaching, learning and reflection opportunities at the highest possible standard

- Develop suitable programs, incorporating College policies on Benedictine values, literacy, numeracy, spelling, homework, information technology, ATSI perspective and student learning diversities.
- Engage in the relevant KLA mapping to achieve and maintain the best possible academic standard.

Lead and monitor the development of best practice in teaching and learning through a curriculum development plan for the faculty supported by the development of professional learning model

- Develop a sound, up to date knowledge of curriculum procedures, teaching and learning strategies, structures and processes.
- Provide professional support to teachers.
- Keep staff informed of curriculum procedures, teaching and learning strategies, structures and processes through opportunities to attend courses and department meetings.
- Promote the professional growth of teachers through the appropriate delegation of tasks and allocation of courses.
- Support a philosophy of team teaching with staff to facilitate changes in teaching strategies, classroom practice and collaborative professional development.
- Promote regular opportunities for regular professional reflection on teaching practices to improve student learning.
- Lead processes to support the integration of technology across the curriculum.



Lead and monitor the development of effective pedagogy in faculty

- Develop and embed a shared philosophy on pedagogy with the faculty.
- Identify factors that influence effective pedagogy and nurture these through policy and program development with faculties.
- Lead teachers to develop with their staff, models of pedagogy.
- Implement a process of faculty review.
- Encourage faculties and individual staff to showcase developments in pedagogy.

Develop explicit programs to enhance student capacity for learning and reflection in the faculty

- Assess programs to ensure that they meet the needs of all students.
- Ensure that students with learning support needs are accommodated in inclusive environment.
- Develop learning opportunities for students that interest, engage and challenge all students.
- Identify students who require additional support and liaise with appropriate College personnel.
- Seek opportunities to acknowledge, showcase and affirm student achievement.
- Foster students' independent learning.
- Ensure regular evaluation and review of Stages 4, 5 and 6 learning experiences within faculties and updates resources where appropriate.

Manage and administer those responsibilities which develop and improve the quality of the curriculum within the faculty and meet NESA requirements

- Meet, implement and maintain appropriate records for NESA and College requirements in curriculum structure and assessment procedures.
- Monitor budgetary requirements, equipment and teaching/learning resources.
- Promote and monitor issues of work, health and safety.

Contribute to developing the College timetable based on the needs of students, the priorities of the College and the best use of the College's resources

- Work with the Assistant Principal Learning and Teaching on student placement within classes.
- Provide up to date information for the publication of the course handbook.
- Inform students and parents about subjects and levels as well as requirements of each course.
- Provide the Assistant Principal Learning and Teaching and Administration Coordinator with staffing and rooming recommendations for timetabling.
- Liaise with the Assistant Principal Learning and Teaching, the timetable committee and other relevant personnel to develop creative options and opportunities for students and staff to pursue innovation in teaching and learning.
- Liaise with the Assistant Principal Learning and Teaching and Administration Coordinator in the review and adjustment of the timetable throughout the year as the needs of students and staff change and curriculum developments necessitate.