



Middle School (Stage 3) Coordinator

The Middle School (Stage 3) Coordinator will have a passion for teaching and meeting the wellbeing and spiritual needs of students in Years 5 and 6. This role involves a blend of guiding staff, overseeing student pastoral care and discipline, interacting with families and undertaking administrative duties. The position includes a Level 1 Position of Responsibility allowance. The Middle School (Stage 3) Coordinator is a member of the School's Executive Team and reports to the Deputy Principal (Operations & Wellbeing) and Head of Learning & Innovation.

Essential criteria:

- ◆ Committed and active Christian who is involved in their church
- ◆ Experienced in teaching, programming for and assessing Stage 3 students
- ◆ Confident in the use of ILT in the classroom and for administrative purposes
- ◆ Passionate about promoting evidence-based pedagogy that includes developing critical thinking and problem-solving skills in students
- ◆ Capacity to lead and mentor teachers to deliver differentiated programs and to develop expert team-teaching skills
- ◆ Ability to promote and sustain an environment of Christian care and support based on Biblical principles

Key skills:

- ◆ Outstanding administrative and organisational skills
- ◆ Leadership and collaboration skills
- ◆ Effective interpersonal communication skills
- ◆ Ability to demonstrate initiative and be flexible
- ◆ Commitment to their own professional development

Key Responsibilities:

Leadership:

- ◆ As a member of the School Executive team, help to plan, discuss, commend and critique current and proposed programs and initiatives
- ◆ Provide effective supervision and feedback for the Middle School teachers' teaching and learning programs and ensure they are implementing school policies
- ◆ Assist staff to teach from a Christian perspective
- ◆ Mentor staff and complete lesson observations and performance reviews as required by the Principal
- ◆ Communicate effectively with all staff, students, parents and community members in ways that promote openness and harmony in the school and wider community
- ◆ Perform any other duties as directed, from time to time, by the Principal

Curriculum:

- ◆ Ensure the maintenance of high quality educational programs
- ◆ Oversee effective student assessment and reporting
- ◆ Assist the Head of Learning and Innovation with the oversight, supervision and coordination of NESA registration, curriculum development and school-wide assessments such as NAPLAN, ICAS and PAT tests

- ♦ Work collaboratively with teaching staff and the Learning Support Coordinator to identify, assess, adjust, plan and deliver effective teaching programs and interventions for identified students

Students:

- ♦ Assist with the provision of pastoral care for students and ensure their physical, intellectual, emotional, social and spiritual needs are met
- ♦ Work collaboratively with the Deputy Principal (Operations and Wellbeing) and the Wellbeing team to monitor the wellbeing of all students in their care
- ♦ Ensure student record files are kept up to date
- ♦ Oversee all discipline issues in Middle School

Organisation:

- ♦ Supervise all aspects of the day to day operations within Middle School
- ♦ Oversee the coordination of Middle School activities/programs including the Middle School Camp and other overnight excursions
- ♦ Oversee the 'Year 6 transition to high-school' program
- ♦ Oversee the coordination, along with the Year 6 teachers, of all end of Year 6 events, such as Year 6 farewell, Year 6 assembly and graduation ceremony
- ♦ Facilitate and encourage parent involvement in the operation of the school
- ♦ Regularly attend and contribute to school community events, as required
- ♦ Oversee budget requirements and ordering of Middle School resources

General Duties:

- ♦ Attend and actively engage in weekly Staff Meetings
- ♦ Attend and make contributions to weekly Executive Meetings
- ♦ Raise curriculum and organisational issues at meetings
- ♦ Lead stage/department meetings and PD sessions, as required
- ♦ Make regular contributions and encourage teachers to contribute to the School News Hub

We offer the following to all Executive staff commencing at Northcross Christian School:

- ♦ *A supportive Christian Senior Leadership Team*
- ♦ *An encouraging and positive team of Christian Staff*
- ♦ *Extensive Professional Development opportunities*
- ♦ *Generous weekly Release From Face to Face administration time*
- ♦ *Teacher Accreditation and leadership mentoring and supervision*
- ♦ *Collaborative teams for whole-school planning and curriculum development*