



Pymble Ladies' College

POSITION DESCRIPTION

Title: Agriculture Co-ordinator

Reports to: Head of Learning Area

ORGANISATION SUMMARY

Pymble Ladies' College is a K-12 day and boarding school of the Uniting Church in Australia committed to providing quality educational opportunities for girls within the context of the Church ethos. The College is non-selective and welcomes girls of Christian and non-Christian faiths. With over 2200 students and more than 800 employees, Pymble Ladies' College is a dynamic and progressive educational organisation.

One of the key elements of our strategic plan *Towards 2020: Striving for the highest* is the provision of a personalised education for all girls that is universally acknowledged for its quality, innovation and excellent opportunities. This is underpinned by a strong focus on the development of an innovative and relevant academic and co-curricular curriculum that reflects individual and unique strengths, interests and promotes the wellbeing of girls and young women.

POSITION SUMMARY

The Subject Co-ordinator is responsible to the Head of Learning Area for the leadership and operational activities of a Subject(s) including leadership, communication, resources and curriculum. It is also imperative that they work collaboratively with other teachers in the Secondary School (particularly in the relevant Stage) and pastoral leaders supporting staff to enhance the K-12 curriculum philosophy of the College.

The Subject Coordinator is required to teach a set number of lessons, as determined by the Principal.

KEY RESPONSIBILITIES

1. Leadership

1.1 Work with the Head of Learning Area to:

- Align learning experiences across a 9-12 continuum and to provide fluency and consistency between stages.
- Align assessment and reporting practices.
- Explore different learning initiatives providing suitable depth and challenge for every girl.
- Provide consistency of approach within the department for teachers across stages.

- 1.2 Work closely with the relevant Heads of School, Director of Teaching and Learning and other curriculum leaders to shape Stage based learning experiences for students.
- 1.3 Monitor student academic progress across the Subject(s) in collaboration with stage colleagues and the Learning Support team in the Secondary School.
- 1.4 Ensure consistency in stage level pedagogy and personalised education.
- 1.5 Demonstrate a strong level of academic care by leading the Subject team(s) to better know, guide and challenge their students.
- 1.6 Facilitate consistency of judgment in assessment and reporting practice.
- 1.7 Take a team approach to the Stage level care and wellbeing of staff and students.
- 1.8 Identify goals aligned to Department and Towards 2020 directions annually.

2. Curriculum

- 2.1 Set and maintain clear expectations for teachers in the delivery of curriculum experiences that reflect the mandatory requirements identified by the NESA Syllabus.
- 2.2 Oversee and advise on the preparation of all curriculum documents related to the KLAs taught by classroom teachers in an efficient and timely manner including:
- 2.3 Scope and Sequence of KLA programs reflective of the Scope and sequences for each year level within the Subject(s).
- 2.4 Ensure that programs developed and implemented meet NESA requirements and the Scope and Sequence.
- 2.5 Evaluate KLA Programs for each year level within the Subject.
- 2.6 Oversee the annual assessment, marking and reporting program.
- 2.7 Oversee the excursions and incursions for year groups in the Subject(s).

3. Co-curricular

- 3.1 Liaise with Co-curricular Office regarding administration of Cattle Team.
- 3.2 Coordination of Co-Curricular Cattle Team training and events.
 - Liaise with Cattle Team coaches and livestock manager.
 - Facilitate attendance of students and staff to a number of Cattles Shows each year.
 - Oversee the safety of participants at Cattle Shows.
 - Arrange purchase of steers for Cattle Team.

4. Management of Agriculture Plot

- Liaise with livestock manager in the daily management of the farm.
- Liaise with Facilities Department regarding the daily management, short term and long-term farm maintenance.
- Order supplies for the farm.
- Liaise with external animal contractors, as necessary.
- Implement agricultural enterprises for student learning and practical work and other improvements to the farm.

5. Resources

- 5.1 Monitor resources and undertake an annual stock take in collaboration with Subject colleagues.
- 5.2 Ensure that appropriate resources are available throughout the year to support learning programs and advise the Head of Learning Area of any areas of need.
- 5.3 Maintain a record of expenditure and assist with future budget preparation.

6. Care and Wellbeing

- 6.1 Manage repeated and/or more complex academic issues within the Subject, maintaining timely communication with the relevant Head of School, Head of Learning Area and parents.
- 6.2 Notify the relevant Head of School and Head of Learning Area immediately of any issues relating to a student's involvement in high risk behaviour.
- 6.3 Mentor Subject group staff members when appropriate.
- 6.4 Create a team culture with the Subject group(s) and with all staff members of the Department.

7. Communication

- 7.1 Chair Subject group staff meetings and ensure the distribution of minutes and follow up expectations when required.
- 7.2 Meet regularly with Head of Learning Area to keep them informed of progress, innovations and issues.
- 7.3 Liaise with Student Support staff regarding students' academic and developmental issues.
- 7.4 Articulate a committed understanding of Pymble's Strategic Plan *Towards 2020*.

- 7.5 Establish and maintain regular communication with parents on Subject issues and student progress in support of classroom teacher.
- 7.6 Conduct all communication with students, staff, parents and members of Pymble Ladies' College community and external entities in a professional and respectful manner.
- 7.7 Ensure all written communication is courteous, professional, accurate and reflective of the professional standards of the College.
- 7.8 Contribute towards the development of effective communication through developing positive and professional relationships with all staff.

8. Risk and Compliance

- 8.1 Ensure that work undertaken is done within the policy of Risk Management and WHS practices;
- 8.2 Meet the expectations for safety in the workplace and report potential risk to the Head of Learning Area.
- 8.3 Remain informed about Emergency Response procedures and be capable of following and applying these should it become necessary.
- 8.3 Report directly to the Principal on any matters relating to child protection.
- 8.5 Consistently adhere to College policies and procedures.

9. Professional Learning

- 9.1 Remain abreast of current and best practice standards.
- 9.2 Identify and participate in training programs that will enhance innovation and improve knowledge and skill.

10. Other duties may be required from time to time

POSITION REQUIREMENTS / CAPABILITIES

- Willingness to support the ethos and values of the College.
- Strong administrative and organisational skills.
- Leadership skills that will contribute to an innovative and dynamic educational environment.
- Effective communication and interpersonal skills to develop and sustain quality working relationships.

- Willingness to promote the integration of technology in the classroom.
- Appropriate teaching qualifications and registration with NESAs.
- Knowledge and understanding of NESAs syllabus requirements.
- Experience managing a small-scale Agricultural Plot.
- Demonstrated commitment to continuous improvement.
- Willingness to actively participate in the College's coaching program and culture.
- Ability to demonstrate professional conduct and discretion at all times.