

POSITION TITLE:	Curriculum Team Leader Health and Physical Education (PK – 12)
LEVEL:	In accordance with The Mercy Education Limited Teachers Enterprise Bargaining Agreement 2015 and CECWA Policy Statement: 2-B6 Appointment of Staff in Catholic Schools
HOURS:	Full time with flexibility to accommodate after hours work as required

ORGANISATIONAL RELATIONSHIPS

Position reports to:	Principal via the Deputy Principal
Supervision of:	Students
Internal Liaison:	All departmental staff and students
External Liaison:	Community groups, College suppliers, general public, parents or guardians

POSITION OBJECTIVES

- To efficiently teach and deliver a quality education in accordance with St Brigid's Mission Statement, School Curriculum and Standards Authority and Catholic Education guidelines.
 - The Curriculum Team Leader Health and Physical Education is responsible for leading a team dedicated to providing developmentally appropriate learning experiences for students.
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CORPORATE ACCOUNTABILITY

- Comply with the College's Code of Conduct, management directives and approved policies and procedures.
 - Avoid participation in activities that may represent a conflict of interest with the obligations and responsibilities of your role/position.
 - Exercise discretion and maintain confidentiality in dealing with sensitive and high level issues.
 - Display and promote the type of leadership and activities that will positively influence team culture and business performance.
 - Deliver effective use of the College's resources (staff, equipment and other) within the levels of accountability.
 - Ensure compliance with the College's corporate values in the management and delivery of programmes, as follows:-
 - Continuous improvements.
 - Organisational wellbeing.
 - Customer service.
 - Money matters.
 - Safety.
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KEY DUTIES / RESPONSIBILITIES

Catholic Identity

- Actively live and promote the College Mission with a focus on developing responsible Christian persons.
- To promote and maintain Gospel values and the Catholic tradition among all sectors of the College, including students, staff and parents.
- Ensure and facilitate a Mercy inspired ethos within the school community.
- Ensure all undertakings are student focused.
- Ensure that each student is treated as a 'whole' person who has individual needs.
- Ensure the educational standards of the College are maintained.

Educational

- Provide leadership in the collection and analysis of data.
- Promotes and models leading teaching practices and gives appropriate support to the team members.
- Develop a learning environment where Health and Physical Education outcomes are delivered to meet overall College educational goals.
- Ensure the team within the Curriculum Team Leader Health and Physical Education area of responsibility operates effectively.
- Creates team vision of excellence for Health and Physical Education and completes regular goal setting exercises with the team.
- Promotes the use of Technologies in the Health and Physical Education learning area of the College.
- Delivers practices and activities relevant to students to ensure the achievement of College educational goals and standards.
- Ensures every student experiences teaching and learning opportunities at the highest possible standard.
- Works to ensure that students with Learning Differences needs are addressed.
- Assist in monitoring extra-curricular and co-curricular activities to determine their effect on the overall life of the College.
- Effective supervision of College resources.
- Monitor classroom environment.
- Is a leader in curriculum development in Health and Physical Education, and SCSA developments in collaboration with the Senior Leadership Team.

Pastoral

- Follows the College Policy to provide an effective approach to student management and student development.
- Liaise with parents on matters pertaining to areas of responsibility by providing them with relevant information in accordance with College guidelines.
- Ensures that parents are adequately informed of their child's development.
- Provide parents with realistic opportunities to participate as real partners in the education of their children.
- Deep commitment to the pastoral care and welfare of staff and students.

Administration

- Manage and administer allocated budgets.

- Keep abreast of developments in Health and Physical Education educational theory and practice and be prepared to implement.
- Collaborates with the Health and Physical Education Team to plan, deliver and evaluate learning experiences, ensuring that these are implemented in accordance with College, School Curriculum and Standards Authority and Catholic Education guidelines.
- Advise and support the Deputy/Principal in the allocation of Health and Physical Education educational resources.
- Responsibility for the maintenance of adequate records, including but not limited to the School Curriculum and Standards Authority requirements.

Other

- Perform the duties, either teaching or non-teaching that are assigned by the Principal.
- Perform such duties as are customarily rostered and shared by all staff.
- Assist in the coordination of and actively participate in various school functions.
- Assist the Deputy Principal in the induction of new staff.
- Assist the Deputy Principal with interviews of students and parents when required.
- Assist the Deputy Principal with the orientation of students and parents.
- Assist in the organisation and facilitation of gatherings involving the whole College e.g. Masses, assemblies and sports carnivals.
- Promote, wherever possible, the strengths and unique character of St Brigid's College within the wider community.

EXTENT OF AUTHORITY

Authority to act within established practices and to make decisions within clearly established guidelines.

REQUIREMENTS OF THE POSITION

Working Relationships:

- Principal
- Deputy Principal
- Head of School
- Curriculum Team Leaders
- Year Team Leader
- All staff and teachers
- Parents and parent groups
- Students
- Vendors and external contractors

Key Results Areas:

Behavioural Descriptors:

- A clear commitment to the objectives and ethos of Catholic Education.
- Familiarity with International Baccalaureate programme.
- High level of interpersonal and communication skills (verbal and written) and collegiality.
- Possession of excellent organisation and managerial skills.
- A flexible, collaborative student centred approach.
- Commitment to excellence.
- Undertake safe work practices.
- Undertake other duties as directed.

Team Participation:

- Work closely and cooperatively with all staff members.
- Contribute positively and constructively with the College community.
- Ensure performance consistent with the ethos, aims and objectives of the College.
- Capacity to manage multiple reporting lines proactively and constructively.

People Management:

- Promote a work environment that empowers, motivates and develops the diverse talents of people and ensures an optimum level of appropriately skilled employees.
- Address issues and conflict resolution.
- Experience in staff performance management.
- Commitment to collaborative leadership.

Customer Outcomes:

- Exhibit awareness of the need for sensitivity in dealing with all members of the St Brigid's community together with those in the wider community.
- Identify and meet internal and external customer needs and ensure that agreed customer expectations such as timely and accurate responses are met.
- Deliver exceptional customer experiences.

Experience and Qualifications:

- Demonstrated competent level of computing skills.
- Ability to maintain confidentiality of records and information.
- Ability to deal with ambiguity, pressure and change and readily adapt to new environments and subject matters.
- Demonstrated commitment to contributing to a positive and constructive team environment.
- Demonstrated high level of organisational ability and initiative including capacity to set priorities and work to deadlines.
- Ability to cultivate productive working relationships in a small team environment.
- A high level of initiative and ability to achieve results.
- Excellent communication and team-working skills.
- Strongly developed interpersonal and communication skills, including well developed listening and teaching skills.
- Strong written and oral communication skills and the ability to represent the College in public forums and observe protocol.
- Understanding of risk management principles.
- Understanding of the principles of Equal Employment Opportunity, Industrial Democracy and Occupational Health and Safety.
- A clear commitment to the objectives and ethos of Catholic Education.

Qualifications / Training

Essential

- Commitment to the values of St Brigid's College;
- Commitment to the teachings and values of the Catholic Church;
- Teaching qualification from an accredited teacher education program or one recognised by the Teacher Registration Board of Western Australia as equivalent with five years of relevant experience;
- Current registration with the Teacher Registration Board of Western Australia;
- Current Working with Children Check;
- Completed Accreditation to Teach in a Catholic School;
- Be an Australian or New Zealand citizen or have permanent residency in Australia, or have a visa with relevant Australian work rights from the Department of Immigration and Citizenship.

Desirable

Current WA "C" class drivers licence.

Personal Attributes

- Initiative;
- Flexibility;
- Reliability;
- Strong people skills;
- Ability to work cooperatively as part of a team;
- Ability to work independently as necessary;
- Ability to communicate well with a wide range of people; and
- Commitment to continued professional and personal development.