



Securing Success...

ORANGE ANGLICAN GRAMMAR SCHOOL

Stage Coordinator (Early Learning)

The Stage Coordinator leads the delivery of education in their applicable Stage in the School. The Stage Coordinator is responsible to the Director of Primary. They lead the delivery of the Schools strategic intent through the achievement of annual goals and the delivery of excellence and rigour in teaching programmes and practices in their Stage level. They implement School assessment and reporting policies and practices. They communicate relevant School policies and initiatives, information and campus activities effectively to staff, students and parents. They ensure all published information is comprehensive and up to date. They promote student achievement through the display of student work in the learning environment and contribution of sample work to campus or School initiatives.

Primary Teaching - Stage Teams

Primary teachers are grouped in Stage Teams for effective leadership, workplace collaboration and productivity from Early Stage 1 (Kindergarten and Transition) to Stage 3. The staffing and leadership of each stage is reviewed every 3 years. This allows teachers to move between stages and broaden their experience, leadership and proficiency across every stage of the Primary School continuum.

Reports to

Director of Primary and Leader of Curriculum

Direct reports

Stage teaching team

Support

The Executive and Pastoral Care Team

Award

Leadership 1, 2022

Accountabilities

Supervise staff in their allocated Stage.

Responsible for the Stage groups teaching and learning programmes.

Responsible for pastoral care support of students in the allocated Stage group.

Adherence to policy and procedures.

Leadership

- Leads the delivery of the Schools Strategic Intent through the achievement of annual goals

for the Stage and the delivery of quality, excellence and rigour in teaching programs and practices including:

- Oversight of electronic storage of teaching programmes, assessment records and other records related to the Stage.
 - Oversight to ensure that NESAs compliance requirements are met on an annual basis for the Stage.
 - Implementing Schools academic policies and practices in a developmentally appropriate manner.
 - Work collaboratively with teaching staff to develop a budget that ensures the Stage is resourced effectively to deliver its teaching programmes.
 - Supporting and consulting with the Director of Primary about matters related to their Stage.
 - Communicate relevant School policies and initiatives, information and activities effectively to staff, students and parents, ensuring all published information is comprehensive and up to date.
- Promote student achievement through the display of student work in the learning environment and contribution of sample work to campus or school initiatives.
 - Oversee the provision of regular articles for the school newsletter that highlight student achievement within the Stage.
 - Ensure each class teacher makes regular posts to Dojo to showcase student effort and achievement to maintain home-school communication.
 - Manage allocated budgets and resources to support the School's Strategic Intent.
 - Committed to the development of 'best practice' strategies in all aspects of the schools operations, especially those related to the delivery of education in their Stage.
 - Developing the distinctiveness of the educational programmes offered by the School.
 - Providing and recording meaningful Student and Parent/ Carer feedback
 - Demonstrate the use of a range of quality teaching strategies
 - Assist in the development of high quality Stage programmes
 - Promote the Stage and provide an appropriate presence in the School's daily life and at an approved range of functions and events.
 - Participate in supporting the organisation of School functions and events as appropriate.
 - Represent the Headmaster, as required.

Assessment & Reporting

Implement School assessment and reporting policies and practices in the Stage, including:

- Ensuring that assessment practices are used to inform teaching practices, collecting data that can be used to help staff develop more effective strategies for teaching particular concepts.
- Supporting the generation of timely and meaningful 'Reports' and notifications to students and parents, including responsibility for ensuring the quality of 'Reports'
- Ensuring the maintenance of the Stage records pertaining to student progress and assessment.

Student Engagement

- Ensure the provision of quality feedback to students.
- Ensure quality of feedback from team members.
- Support the development and implementation of a culture of excellence throughout the School.
- Promote positive classroom management strategies within the Stage to ensure learning time is maximised and prioritised.
- Develop, model and support the use of differentiation strategies within the Stage that

support student learning at all levels of development to ensure meaningful growth can be experienced by all students.

Pastoral Care

- Be the first point of contact for teaching staff for low level in class behaviour issues within the Stage. Higher level concerns are referred by the Stage Coordinator to the Pastoral Care Coordinator.
- Liaise with parents regarding ongoing low level behaviour concerns, outlining the strategies the school will use to support the student and encourage positive behaviour.
- Collaborate with teaching staff within the stage to develop positive learning environments.
- Where needed, collaborate with teaching staff within the stage in the development of class behaviour management plans.
- Report student pastoral care/welfare concerns to the Pastoral Care Coordinator.
- Ensure the student award system is consistently implemented within the Stage and in line with the School's values and policies.
- Support teachers within the Stage to acknowledge students who demonstrate positive values, learning dispositions and character traits.

Professional Development

- Participate in the performance appraisal process of the School
- Develop and implement professional annual goals within the framework of the School Strategic Vision.
- Report to the Director of Primary on the progress of annual personal professional and team goals.
- Participate in professional development activities

Policy Implementation

- Contribute to and implement Primary School policies and practices in a developmentally appropriate manner with special regard to the development of Stage.
- Monitor and minimise risk through implementation of the School WHS policies.
- Incorporate strategies to promote the safe, responsible and ethical use of ICT in learning and teaching
- Support the Christian ethos of the School.
- Comply with relevant legislative requirements, codes of ethics and conduct established by regulatory authorities, systems and the School.
- Adherence to policy, procedures and legislation.
- Provide the appropriate duty of care and supervision of students.

Coordinator Essential Criteria

The successful applicants must have the capacity to build positive and effective relationships with students, staff and parents to enhance student wellbeing and outcomes. Essential criteria for this role include;

- Active and committed to Christian faith and ethos of the school
- Be an exemplary teacher
- Be team builders, fostering collaboration and commitment
- Exercise leadership with integrity, loyalty and honesty
- Demonstrate a thorough understanding of the NSW Education Standards Authority
- Appropriate knowledge and understanding of NESA Syllabus documents relevant to their area of responsibility.
- Demonstrate an understanding of the priorities associated with the National Curriculum including the general capabilities

- Display high levels of organisational and communication skills
- Be committed to collaboration across all levels within the School community
- Be committed to the use of educational technology in the classroom and beyond
- Ability to infuse the Christian ethos into teaching practice
- Propensity to recognise the value and uniqueness of each individual within the School Community

This position description is subject to change based on the School's requirements. All appointments at Orange Anglican Grammar School are subject to Child Protection Legislation. OAGS is a member of The Anglican Schools Corporation (TASC).