The Teaching and Learning Coordinator supports the Deputy Principal – Studies in the leadership of teaching and learning within the College.

The Teaching and Learning Coordinator will be cognisant of relevant National and State curriculum initiatives, and will have a detailed knowledge of curriculum documents such as Victorian Curriculum and Assessment Authority publications and AusVELS.

The Teaching and Learning Coordinator shall be responsible to the Principal through the Deputy Principal – Studies, and is a key member of the Teaching and Learning Team.

Responsibilities of the Teaching and Learning Coordinator

1. In collaboration with the Deputy Principal – Studies, ensure the teaching and learning experience at the College is reflective of 21st century learning theory, philosophy and approaches.

2. Assist Learning Area Leaders in the development of faculty documentation including unit outlines, teaching sequences, semester planners and report templates as appropriate.

3. Oversee teaching and learning sections of the College Portal to ensure consistency and quality of content.

4. Attend relevant professional learning activities.

5. Oversee and manage the Victorian Curriculum and Assessment Authority (VCAA) examination process, being the principal liaison with the VCAA, supervisors, staff and students.

6. Manage and oversee Vocational Education and Training in Schools (VET) program enrolment, curriculum and assessment (Internal, External and VCAL).

7. Initiate and oversee Literacy and Numeracy programs in collaboration with the Teaching and Learning Team.

8. Work in conjunction with the Student Wellbeing Coordinator to develop and enhance Teaching and Learning Programs and Opportunities (such as the Year 9 Immersion program).

9. Meet regularly with the Deputy Principal – Studies.

10. Oversee and meet regularly with the STEP and VCAL/PreCAL Coordinators.

11. Attend and be responsible, in consultation with the Deputy Principal – Studies, for the management of agenda and minutes of Teaching and Learning Team meetings.

12. Work in conjunction with the Director of Organisation to manage and implement College examinations (including VCAA and NAPLAN).
13. Organise the Senior Transition Program, including facilitation of sessions.

14. Manage student accelerated programs and the extended VCE student programs in conjunction with the Deputy Principal – Studies.

15. Review, prepare and distribute Curriculum Guides and Senior Studies Handbooks to staff, students and families.

16. Manage the College booklist process.

17. Assist in the organisation and management of the subject selection processes including student assemblies, information evenings and the Futures' Expo.

18. Assist in the organisation and management of student reports through Accelerus.

19. Report to staff via GSMs regarding various teaching and learning initiatives, challenges and innovations.

20. Report to families via the newsletter regarding the teaching and learning experiences at the College.

21. In conjunction with the Leadership Team, and Student Wellbeing Coordinator, participate in a roster of College Tours (2 per term).

22. Share responsibility for the implementation of Occupational Health and Safety policies and procedures in the workplace.

23. Any other duties as required by the Principal and/or Deputy Principal(s).