



## **Position: School Coordinator**

### **CONTEXT**

Blue Gum Montessori School (BGMS) is an independent school offering curriculum based on the Montessori philosophy for students from Lower to Upper Primary. The school is an equal opportunity employer and makes decisions relating to staff in a consultative and inclusive manner.

**The key responsibilities and duties are to be read in conjunction with the Teacher position description, School Code of Conduct, Staff Handbook and all School policies.**

### **OUR VALUES**

- Kindness
- Integrity
- Compassion
- Humility
- Courage

### **POSITION OBJECTIVE**

As one of two School Coordinators you are a delegate and guardian of the education brand. It is expected that you will work under the leadership of the Principal. The general expectations are outlined below to provide a general overview of the breath of roles and responsibilities. This is a full-time position inclusive of a teaching component.

The following are performance expectations for this role, which include:

- To lead curriculum initiatives and monitoring mental health of staff across the school.
- To work as an active member of the school team, collaborating with all staff to create and maintain a harmonious and a high quality Montessori learning environment.
- To monitor transitions to ensure the School's aims and objectives are met to ensure retention.
- To work cooperatively to promote and lead smooth operations in a professional environment.
- To demonstrate excellent communication skills.
- To demonstrate flexibility.
- To demonstrate initiative and autonomy.
- To mentor staff.
- To demonstrate professional integrity.
- To maintain confidentiality.
- To engage in excellent communication with parents.
- To assist administration and organise both permanent and casual staff across the school.

### **POSITION IN CONTEXT**

As a School Coordinator you direct Teaching and Learning: including overall School Operations across the school working closely with the Principal, Executive team, Educational Leadership team and staff. In the BGMS context Curriculum means

- Learnt and experienced, documented and assessed
- To ensure on a day to day basis that the school as a whole and its operations is managed efficiently and effectively.



- To advance the guiding strategic statements of the School (including vision, mission and values) by providing a significant contribution to the teaching and learning and overall management of the School.
- To engage in further leadership opportunities as delegated.
- .05 teaching load.

You will lead and participate in meetings across the school. The Principal will attend as required to support and assist in this process.

#### **KEY RELATIONSHIPS**

- School Executive
- Executive Leadership Team
- Learning Difference Team
- Enrichment Team
- HR and Operations
- Business Staff
- Executive Assistant to the Principal
- Peers and relevant staff
- Representatives from organisations and professional associations relevant to education
- Direct Line Management for Learning Differences Team, Enrichment Team and Before and Community Programs.

#### **RESPONSIBILITIES**

The School Coordinator is responsible for:

##### **1. Professional Practice**

- The leadership of Teaching and Learning within a Montessori context across all cycles based on Dr Maria Montessori's readings, best practice and the latest educational research.
- Engaging in professional practice with a focus on pedagogy and student learning.
- In consultation with the Principal coordinate agendas and minutes which should be sent out to all staff regularly to follow-up on the agreed actions. This will be done in collaboration with the Principal, Learning Differences Team/ELT, Enrichment Team, Teachers and including Learning Support and Student Welfare.
- Closely mentoring all staff and monitoring their health and wellbeing.
- Casual staff across the school and continuing casual appointment aligned to the roster.
- Staff leave within roster and budget.
- Book and monitor all relief staff to ensure all legislative requirements are met.
- Complete register of relief to ensure relevant leave forms are processed in a timely manner.

##### **2. Program development and delivery**

- Monitors all operational issues across the school in close liaison with the Principal.
- Assists with any Montessori related queries from the parents after the correct communication protocols with the staff have occurred.
- Follow up with parents regarding the code of conduct.
- Implement Montessori education sessions and review the Montessori parent library.
- Keep staff abreast of the Montessori literature and further relevant research to ensure best practice.



- Lead Professional Development around the Montessori curriculum.
- Classroom review of Teacher practice.

### **3. Curriculum documentation and communication**

- Ensure all the legislative requirements are met via the curriculum and documentation process through Transparent Classroom.
- Advise on the Montessori written, taught, and assessed curriculum across the school.
- Ensure all Montessori learning is evaluated and assessed (through an agreed reporting process) to meet legislative requirements with the aim of providing a clear and accurate picture of learning.
- Coach and mentor all staff specific to Montessori best practice through facilitating opportunities for peer support and evaluation.
- Organise all Montessori related professional development opportunities through planning and implementing the Professional Development program in liaison with the Principal and according to Australian Institute for Teaching and School Leadership national professional standards for teachers.
- Ensure regular updates in the newsletter and edit the newsletter.
- Ensure all Student Reports are based on sound observation and assessment data and meets all legislative requirements.
- Closely liaise with the Learning Differences/Enrichment/Teachers/NAPLAN Coordinator to ensure correct processes and procedures are followed and adheres to the Montessori and Quality Assurance Process.
- Ensure all student data is recorded and easily accessed to inform student learning. E.G. Datawall.
- Trouble shoot concerns regarding curriculum and explaining why and how we do and what we do (In the first instance, brief the Principal).

### **4. Collaboration with staff**

- Be actively involved in Staff meetings and accept delegation to Chair as required.
- Work in close liaison with IT and communications, to ensure all Montessori Curriculum information and communications on the Web is updated regularly with current events and general information.
- Closely liaise with Registrar to ensure shared understandings of the Montessori and follow-up of all enquiries as part of the Enrolment process.
- Lead the analysis of learning data to inform student and staff learning together with securing enrolments and retention.
- Share professional reading with staff to enhance understanding.
- Brief staff at meetings to develop agreements in Montessori practice.

### **5. Administration and Leadership**

- Oversee regular meetings with Montessori Teachers to assess the Montessori Curriculum.
- Meet at a minimum on a weekly basis with the Principal
- Active member of the Educational Leadership Team and Executive.
- Mentor staff regarding the required expectations regarding Teaching and Learning.
- Participate in risk management review with executive to minimise potential risk to the school.
- In conjunction with the Principal and HROps Manager, review and roll out school policies.



- Troubleshoot staffing requirements as needs arise.
- Coordinate all timetables and rosters in conjunction with staff.
- Liaise and participate in the communities and PCG events.
- Complete the necessary reports. E.G. EYLF, Child Protection and Curriculum Approval.
- Monitor class and departmental budgets.

**6. Other:**

- Other duties as delegated by the Principal.

**SAFEGUARDING CHILDREN AND PEOPLE**

Our school takes child protection seriously, and as an employee of BGMS you are required to meet the behaviour standards outlined in our Practice and Behaviour Guidelines and BGMS Code of Conduct, as updated from time to time.

Therefore, as part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people.
- Promote the safety and wellbeing of children and young people to whom we provide services.
- Ensure that your interactions with children and young people are positive and safe.
- Provide adequate care and supervision of children and young people in your charge.
- Act as a positive role model for children and young people.
- Report any suspicions, concerns, allegations or disclosure of alleged abuse to management.
- Maintain valid 'working with vulnerable people' registration.
- Report to management any criminal charges or convictions you receive during the course of your employment that may indicate a possible risk to children and young people.
- Observe the school environment and its community to maintain its safety.

**SUMMARY OF KEY ACCOUNTABILITIES**

- Ensure that the academic, pastoral, co-curricular and other programs offered by the School are aligned to our vision and mission and are offered in a manner that is reflective of contemporary and best practice and support the needs of our students.
- Support Learning Differences Team (LTD) and Enrichment staff with the management of serious pastoral matters, including but not limited to behavioural plans.
- Develop and implement the vision that underpins the implementation of the whole school strategic plan.
- Ensure that the School is compliant with relevant educational standards such as, but not limited to the Australian Curriculum, Assessment and Reporting Authority (ACARA) and Schools Registration Board of Western Australia.
- Manage the establishment and implementation of the teaching timetable each year.
- Manage the annual and long-term planning of teaching staff including the selection, appointment of staff and allocation of teaching loads, in consultation with HR and Operations Manager.
- Responsible for timetabling across with school.
- Develop and embed standards for teaching across the School in co-operation with the LTD.
- Lead weekly staff briefings and allocated student assemblies, as required.



- Be an active contributor and supporter of school events and activities and attend such events and activities on a regular basis.
- Ensure whole school events are delivered on time and to expectations.
- Be the School's representative on relevant co-operating school committees and provide appropriate input into operating school calendars, shared timetables and community events.
- Be a proactive member of the School's Executive and as requested act as Chair for meeting as a delegate of the Principal.
- Lead the development and implementation of teacher professional development program including goal setting appraisals, professional learning and reflection.
- Manage co-curricular staffing and community programs
- Write articles for school publications as required.
- In consultation with the School Registrar, manage short, medium and long term enrolment of the School to ensure that the School Strategic objectives are met.
- Oversee the student reporting processes, reports and communication.
- Coordinate and run termly drills: Snake, Lockdown and Evacuation Drills.

### **Capabilities**

- Model the values of the School through words and personal actions that inspire others to do the same.
- Follow the Code of Conduct including the ability to work with a high level of concern for workplace safety and the personal safety of all in our school community.
- Develop respectful and enduring relationships with a diverse range of people with the School community and more broadly through local, national and international education communities.
- Inspire people and lead change.
- To support the decision making and strategic direction of the School.
- Possess outstanding interpersonal skills.

### **QUALIFICATIONS AND EXPERIENCE**

Experience in successfully developing and managing significant Montessori teaching and learning and pastoral programs for all students.

Extensive experience successfully leading and motivating staff using contemporary leadership and management practices preferred.

Demonstrated experience in managing a teaching timetable, teaching allocations and staff appointments.

Commitment to best practice in education and ability to articulate its characteristics and benefits.

Demonstrated ability to integrate contemporary information and communication technology (ICT) strategies with a focus on implementing STEAM into a teaching and learning program and school business function to facilitate improved outcomes.

Proven experience in managing a financial budget.

Understanding of, or willingness to acquire knowledge related to Officer Responsibilities as defined by the Work, Health and Safety Act 2012.

Essential Criteria: Completion of a Montessori qualification from MWEI or AMI.



- Masters or Bachelor of Education (Early Childhood/Primary education) with full TRBWA registration & WWCC
- Montessori Diploma
- Leadership qualifications and experience and advantage
- Post graduate qualification/s
- Current First Aid Certificate
- Minimum of five years' experience in a leadership in a Montessori School is preferred.
- Mandatory Reporting training completed within the last 24 months at date of employment.

### **KEY SELECTION CRITERIA**

- Ability to articulate a coherent Montessori philosophy about the development of exemplary teaching practice and create a shared vision for the staff.
- Knowledgeable about current research and Montessori practice in teaching and learning.
- Be an excellent role model in his/her work as a teacher.
- Demonstrated enthusiasm and a passion for teaching and learning.
- Demonstrated commitment to best practice in teaching and learning.
- Demonstrated ability to analyse the needs of different cycles and staff.
- Demonstrated capacity to lead, work with and inspire staff.
- Demonstrated ability to plan, implement and evaluate programs.
- Demonstrated ability to initiate, manage and champion innovation.
- Demonstrated knowledge about the legislative requirements, procedures and policies including experience and success as a teacher.
- Knowledge of the Montessori curriculum, Australian Curriculum, WA Standards, and the implementation of Early Learning Years Framework and Standards.
- Effective communication skills with staff, students and parents.
- Well-developed skills in time management and organisation.
- Excellent ICT skills.
- Willingness and ability to contribute to the co-curricular program.

### **WORK HEALTH AND SAFETY (WHS)**

- Take reasonable care of your own health and safety.
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons.
- Comply, as far as the worker is reasonably able, with any reasonable instruction that is given by BGMS to allow the school to comply with the Work Health and Safety Act.
- Cooperate with any reasonable policy or procedure of the school relating to health or safety that you have been notified of.

### **SPECIALIST KNOWLEDGE AND SKILLS**

#### **Knowledge**

- Extensive understanding of Montessori Pedagogy.
- Extensive understanding of Early Childhood development, Primary education and Leadership.

#### **Skills**

- Ability to implement a wide range of communication and behavioral management strategies.



- Sharing Montessori expertise.
- Leading others.
- Building teams.

This position is accountable to the Principal.

**Remuneration and Time Fraction**

- A leadership allowance will be allocated to the successful applicant.
- Application Process.
- All confidential expressions of interest should include the names of 3 professional referees (one internal) and should be confidentially addressed to The Principal.
- Available to work one week of every school break.

The responsibilities of each School Coordinator may vary due to the operational needs to the school and the particular skill set of the Montessori Teacher.

BGMS Montessori School reserves the right to update the responsibilities and duties contained in this description from time to time in accordance with school requirements.

Blue Gum Montessori School takes child protection seriously. All candidates for roles at Blue Gum Montessori School are subject to screen and assessment against child safety standards as part of our thorough recruitment process.

The School reserves the right to invite applications and to make no appointment.