**Academic Coordinator**

**DUTY STATEMENT**

**Introduction**

All people who work for the Tiwi Education Board are expected to have a clear understanding of, and unqualified commitment to, the Board’s vision and mission. They are expected, both in the work place and in other areas of life, to act in ways that are consistent with that required commitment.

**General Expectations**

Work in the College involves serving and supporting those people for whom the Board exists, namely students and their parents. Each employee is expected to work as a supportive member of a team pursuing this core function. Each staff member is expected to contribute positively to the maintenance of a pleasant, purposeful, productive and safe workplace. The Board expects its employees to abide by the College Code of Conduct.

**The Primary Role**

To oversee curriculum operations and the professional standards of the Academic School and provide support to the Principal as required.

**Key Areas of Responsibility**

***Curriculum***

* + Coordinate the timetables, yard duty roster, meeting schedules and curriculum planning practices of staff members
  + Oversee curriculum mapping; student pathways and the reporting of curriculum initiatives
  + Oversee the implementation of improved teaching and learning practices of staff members
  + Oversee the testing and data collation regime for Literacy & Numeracy; in collaboration with the Intervention Coordinator
  + Meet with staff as part of Professional Development and AITSL teaching standards planning
  + Provide training during relevant Professional Development activities
  + Liaise with external curriculum bodies NTSDE, CDU, TITEB, GGSA, SEDA
  + Liaise with and coordinate input from other agencies relevant to students in the programme, for example the KPMG, ILF & Scotch College.

***Staffing***

* + Direct line manager for Teacher, Assistant Teachers and Quicksmart tutors.
  + Oversee and coordinate Team Planning and School Improvement Planning in conjunction with the Academic Staff
  + Oversee and implement a Staff Peer Coaching / Mentoring program for improved student outcomes
  + Individual mentoring of each Teacher, Assistant Teacher and Quicksmart Tutor.
  + Assisting Principal with recruitment if Academic staff as requested.
  + Teaching regular time release lessons and relief cover for teacher on leave.

***Executive***

* Member of the executive committee
* Regular reporting of academic programs and Initiatives

Development if whole school initiatives in conjunction with exec team e.g. enrolment, retention, school events etc.

* Representing executive team on conferences and committees as required.

***Specific Learning Programs and Plans***

* + Coordinate visits to and from partner schools
  + Oversee the development of particular learning programs using ICT software such as QuickSmart, to improve literacy & numeracy levels of students who are low achievers.
  + Oversee the implementation of PAT testing and data collection
  + Oversee the Tiwi College Reading Program
  + Develop the system of data collection, collation and analysis in key performance areas
  + Collate all SWD & NCCD data for Census and learning programs for students
  + Coordinate senior work experience program & student career pathways on Island and in Darwin.
  + Liaise with NTDET student support services, health care providers and specialist to collect data & apply

***Administration***

* + Oversee the development of Personal Learning Plans for Tiwi College students
  + Develop the system of data collection, collation and analysis in key performance areas
  + Oversee the Coaching & Professional Development of academic staff members
  + Manage the academic budget as allocated by Principal or Business Manager.
  + Carry out any other duties as may be required by the Principal or Secretary TEB from time to time.