
POSITION DESCRIPTION – LEARNING EXTENSION COORDINATOR

History	January 2022, October 2021
Position Overview	The responsibility of the Gifted and Talented coordinator is to support the Head of Junior School to fulfill the Mission of the College by supporting the strategic direction and fostering the desired organisational environment. This position has a significant focus on curriculum development, assessment, pedagogy, differentiation and learning support intervention programs.
Accountability	Head of Junior School
Relates to	College Principal, Head of Junior School, Teaching and Learning Coordinators, Director of Teaching and Learning, Learning Enrichment coordinator, teachers, administrators, students, parents and external agencies.
Qualifications	<p>Current teacher Registration in Queensland. Classroom teachers will be encouraged to be involved in professional associations outside the College and to further their study of educational issues whilst employed at Nambour Christian College.</p> <p>A current first aid certificate is required. Training is provided by the College annually.</p>
Personal Attributes	<ul style="list-style-type: none">• have a personal faith and commitment to Jesus Christ• demonstrate an ability to translate faith into practice• demonstrate an ability to maintain vision and strive for goals• act with integrity, loyalty, honesty and accept authority• act with tolerance and compassion• have a sense of humour• demonstrate an ability to forgive and accept forgiveness• demonstrate an acceptance of other people• exhibit self-discipline• demonstrate a willingness to learn• exhibit a positive outlook on life
Educational Leadership	<ul style="list-style-type: none">• Promote teaching and learning as the core business of the School, facilitating and fostering a learning environment for all staff and students.• Engage with the learning needs of high achieving students• Be informed on current research and shifts in education.• Ensure that parents are informed, involved and supported where concerns are raised on their child's schooling.• Contribute to the development of teacher practice in the weekly staff meetings and professional development weeks.• Support the HOJS in developing and promoting effective frameworks, structures, approaches, and programs for gifted and talented, which produce excellent outcomes for students and families.

Curriculum and Pedagogy

- Keep abreast of directions and trends in education, particularly as they relate to the Australian Curriculum, effective teaching and learning and inform staff of relevant documentation and implications for their professional practice.
- Support P-6 teachers with the implementation of curriculum requirements in all aspects of the teaching and learning cycle: planning, teaching, assessment and reporting for students identified as high achievers.
- Support the Teaching and Learning Coordinators to assess new students and reassess existing students who demonstrate high achievement in the PAT testing.
- Consult staff in regard to program effectiveness and respond accordingly.
- Write Individual Learning Plans for students who require a modified curriculum due to their level of achievement.
- Promote a culture of excellence by supporting teachers to provide challenging, and stimulating learning experiences and opportunities that enable all students to explore and build on their gifts and talents
- Promote personalised and differentiated learning that aims to fulfil the diverse capabilities of students and which considers different learning styles of each student.

Manage Self and Professional Skills

- Comply with the Staff Code of Conduct and QCT standards of ethical conduct.
- Comply with legal, regulatory, ethical, environmental and social responsibilities and requirements.
- Adhere to and comply with all WHS policies and procedures and relevant legislation.
- To continue to develop both personally and professionally to meet the changing needs of the College, its community and the education sector in general.
- Participate in yearly Professional Review with Head of Junior School.

Other duties

- The Gifted and Talented Coordinator will be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.
- Maintain a practicing role in the teaching program and provide cover for teachers if urgent issues arise.
- Teaching load is determined on a year-by-year basis.
- Be available for other tasks and/or duties as directed by the Head of Junior School.

Remuneration

As detailed in NCC internal policy on Positions of Added Responsibility.

Reference Documents

- Pastoral Care Policy and Procedures
- Workplace Health and Safety Manual
- NCC Enterprise Agreement
- Staff Dress Policy

Appraisal & Review

Reviews to be conducted annually