

- Develop and maintain the Salesian ethos of the College.
- Support the Religious Education and Liturgical program of the College.
- Apply the Salesian ethos in relationships with staff, students, parents/caregivers and the wider Xavier College community.
- Provide effective Catholic leadership that reflects the values of the College.

Teaching and Learning

The Early Years R-2 Coordinator will:

- Coordinate the implementation of literacy programs across the Early Years, working collaboratively with relevant staff and campuses to ensure consistency and effectiveness.
- Coordinate student transition processes, including preschool visits, family information sessions, orientation activities and ongoing monitoring of new students during their first term of school.
- Coordinate the delivery of Progressive Achievement Tests (PAT), Classroom Pulse Check Survey (PULSE) and First Years of School Literacy and Numeracy Assessments (FYOSLA / FYOSNA).
- Coordinate and manage Early Years events and activities, including excursions, guest speakers, Book Week, Sports Day, Oratory and other designated programs.
- Oversee excursion planning and administration, ensuring compliance requirements are met and appropriate processes are followed for parent volunteers and external providers.
- Provide curriculum support and guidance to teachers to promote high-quality teaching and learning practices in line with College approved curriculum.
- Support teachers in assessment, reporting and classroom management processes.
- Assist staff with the effective use of educational technologies, including the College's Learning Management System (SEQTA).
- Promote and support evidence informed pedagogical practices that enhance student learning outcomes.
- Ensure teaching and learning resources and curriculum documentation are current, accessible and aligned with curriculum and policy requirements.
- Facilitate the development, review and updating of curriculum documentation to meet student needs and compliance obligations.
- Support restorative practices and positive student behaviour processes.
- Communicate with families regarding student wellbeing, behaviour and learning needs, in collaboration with relevant school leaders.
- Assist with parent meetings, interviews and other discussions relating to student learning and wellbeing.
- Monitor student wellbeing concerns and ensure information regarding students at risk is communicated to the appropriate school leaders.
- Collaborate with the Diversity and Inclusion Coordinator to support inclusive practices and ensure accurate documentation and reporting requirements are met.
- Support teachers to implement appropriate curriculum adjustments and learning accommodations for students with diverse learning needs.
- Contribute to the collection, maintenance and presentation of student data required for NCCD and other reporting processes.
- Communicate relevant information and updates to staff and the broader school community in a timely and professional manner.
- Work collaboratively with leadership, teaching and support staff to achieve College improvement priorities and positive student outcomes.

- Foster a collaborative team culture that supports continuous improvement, professional learning and student success.

Personal Skills, Abilities and Knowledge

The Early Years R-2 Coordinator must have the ability to:

- Relate successfully to staff, students and parents/guardians in a manner that is responsive to the particular needs of those groups
- Communicate clearly and effectively with students, staff, parents/guardians and members of the wider community.
- Work effectively in a busy, dynamic and changing working environment.
- Demonstrate initiative to proactively support the areas of curriculum, professional learning and wellbeing for staff.
- Undertake professional development and networking opportunities through CESA, fostering continuous improvement.
- Remain current and informed on communication delivered from CESA in the areas of curriculum and learning.

The Early Years R-2 Coordinator must have skills in:

- Effective organisation of curriculum initiatives.
- Conflict resolution and problem solving.

The Early Years R-2 Coordinator must have knowledge of:

- Numeracy and literacy and a sound understanding of how to use the Key Capabilities in learning.
- Relevant issues affecting contemporary curriculum.
- Social justice principles and practices.
- Legal obligations and confidentiality requirements.
- Salesian ideology and Preventive System practices.

Person Specification

- An ability to support the Salesian/Catholic ethos of the College.
- Demonstrated interest and commitment to curriculum design, delivery and effective teaching and learning practices.
- High level interpersonal skills to interact positively with the College community and be a positive role model and professional representative at all times.
- Excellent organisational skills with ability to problem solve and ensure required timelines are met.
- Excellent written and verbal communication skills and able to work collaboratively within a team environment.
- Be self-directed and utilise initiative and judgement to fulfil role requirements.
- Proficient ICT skills and knowledge and ability to fully utilise required systems and programs, or ability to quickly learn and use effectively
- Ability to maintain high levels of confidentiality at all times.

Role Requirements

- Current Teachers Registration in South Australia and Teacher Accreditation in Catholic Education SA.
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA.
- Acquire and maintain Catholic Police Clearance to work in Catholic Education SA.
- Current Responding to Risks of Harm, Abuse & Neglect – Education and Care certificate.

- First Aid certificate (HLTAID012).
- Youth Mental Health First Aid.
- Disability Standards for Education Training.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
 - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
 - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
 - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.