St Edmund's College Canberra is a Catholic school in the Edmund Rice tradition, educating boys from Years 4 – 12. It is an inclusive educational community, with a broad offering across academic and co-curricular areas.

Applications are sought from suitably qualified and experienced candidates for the position of:

Assessment and Data Coordinator (Ongoing)

Commencing 24 January 2022. St Edmund's College is seeking a suitably qualified Assessment and Data Coordinator. Please see the role description on the College website for information regarding this role and how to apply for the position.

To be appointed to this position to teach in the ACT, the applicant will need an ACT TQI Registration and a current Working with Vulnerable People (WwVP) card.

All staff at St Edmund's College Canberra support and work to advance the Values, Vision and Mission of the College as a Catholic school in the Edmund Rice tradition.

Visit the College website at Employment Requirements to obtain all of the Application Information. Contact Ms Rachel Lemon via employment@stedmunds.act.edu.au if you have further questions.

Applications close: Wednesday 1 September 2021 at 5pm, addressed to:

The Principal
St Edmund's College Canberra
110 Canberra Avenue GRIFFITH ACT 2603
Or email to employment@stedmunds.act.edu.au

SEC ROLE DESCRIPTION: Assessment and Data Coordinator

Responsibility	Assistant Principal Teaching and Learning
Authority	Principal
Related policies	Academic policies, BSSS Compliance, ACT Education Act
Updated	August 2021

1. The Assessment and Data Coordinator is employed by the Principal, and is responsible to the Principal, through the Assistant Principal Teaching and Learning, for the leadership and management of assessment and data for Years 4 - 12. This position is classified as Coordinator 1.

2. The Assessment and Data Coordinator is a middle leadership role in the College, working closely in conjunction with the Assistant Principal of Teaching and Learning to promote and support teaching and learning initiatives across the College. The Assessment and Data Coordinator is a member of the Teaching and Learning Team with the delegated responsibility for the coordination, facilitation and oversight of assessment, both internal and external, as well as data collection, analysis and reporting.

3. As a member of the Teaching and Learning Team, the Assessment and Data Coordinator is directly responsible to the Assistant Principal of Teaching and Learning.

   The Assessment and Data Coordinator is responsible for the exercise of effective team membership in the development and support of an efficient Teaching and Learning Team.

Key Responsibilities

4. In the matter of **leadership**, the Assessment and Data Coordinator is responsible for:
   4.1 Leading comprehensive AST (Years 11 & 12) and NAPLAN (Years 5 -9) preparation programs, including ongoing program review and development.
   4.2 Leading school-wide data-informed approaches to and programs for Literacy and Numeracy.
   4.3 Leading development, and ongoing FOI reviews, of schoolwide quality assessment guidelines and standards, including internal and external moderation of assessment.
   4.4 Leading the Elevated Learning program especially in building student capacity and performance in assessment: course development and review of outcomes, as well as monitoring fidelity of implementation of the program as well as student engagement.
   4.5 Leading schoolwide data collation and presentation processes, including facilitating staff access to student data and leading regular data review and analysis sessions for teaching staff.
   4.6 Leading the development, implementation and monitoring of RTI Program, a staged, systematic process of planning and reviewing intervention strategies for students who are underperforming.
   4.7 Lead professional growth sessions for teaching staff regarding effective assessment and use of data practices.
   4.8 Leading effective teaching and learning transition programs for Year 7 and Year 11 students.

5. In the matter of leading **administration and management**, the Assessment and Data Coordinator is responsible for:
    5.1 Managing academic award calculation, facilitation and distribution.
    5.2 Managing external testing logistics and data collection, including NAPLAN, AST, CogAT and PAT.
    5.3 Supporting the Assistant Principal Teaching and Learning in the management of the ACS Markbooks, including working with faculty leaders on the development of scaling group parameters and otherwise assisting with the scaling and meshing process as required.
    5.4 Acting as Moderation Coordinator and overseeing the management and review of Moderation Portfolios.
    5.5 Support the Assistant Principal Teaching and Learning with events such as Information Evenings, Parent Teacher Evenings, student subject selections and interviews.

Other Duties
6. Other duties assigned to the Assessment and Data Coordinator include:
    6.1 Teaching within their academic discipline.
    6.2 Undertaking the role of a House tutor.
    6.3 Support and fill in for the Operations (Relief) Officer while they are on short-term absence from the College.
    6.3 Contribute to the College's Co-curricular Program as per the requirements of a member of the teaching staff.
    6.3 Other reasonable duties as required by the Assistant Principal Teaching and Learning, the Deputy Principal or the Principal.

Other Conditions

7. **Appraisal/Review**
    7.1 The position of Assessment and Data Coordinator is an integral part of the Teaching and Learning Team. This position will normally be offered for a three-year contract. An appraisal will be in the third year of the contract will inform the Principal's recommendation for future contract/s. The successful applicant for this role will have an ongoing teaching position at the College.
    7.2 The nature of the position is such that the Assessment and Data Coordinator is required to be available outside the "normal" office/school hours, to participate fully in the total life of the College, and to attend meetings and presentations whenever necessary.
    7.3 The Assessment and Data Coordinator will have a time allowance of 11 periods per cycle. Teaching loads of all promotional positions are reviewed annually.

Selection Criteria

1. A commitment to the Charter and Touchstones for Catholic Schools in the Edmund Rice Tradition.
2. An expert teacher with an ability to lead and inspire staff across the College.
3. A strong background in quality assessment practices.
4. Demonstrated experience in using data to improve student outcomes.
5. Strong verbal and written communication skills.
6. A demonstrated ability to lead change.