

POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Coordinator – Teacher and Resource Management (TRM)
Division:	Education
Reports To:	Team Leader - Education
Responsible to:	General Manager
Location:	Head Office
Date:	June 2023

MAIN PURPOSE OF POSITION

The Coordinator –Teacher and Resource Management (TRM) is responsible for coordinating the teaching staff and for creating and managing resources for Education programs under the direction of the Team Leader - Education. The Coordinator – TRM is the first point of contact for all teachers and is responsible for the successful management of teaching staff in all the Education programs.

KEY ROLES AND RESPONSIBILITIES

- Provide adequate supervision and support to teaching staff
- Ensure all classes are staffed
- Order and distribute student workbooks for all educational programs
- Developing Italian Club entry tests and CELI entry tests
- Updating parent and teacher manuals and the yearly calendar
- Collect and coordinate Minister Award nominations for OSH
- Working with the compliance team in managing, resolving and evaluating complaints
- Working with the compliance team for recording queries and solutions for OSH, Adult classes, private lessons and Playgroup
- Reviewing teacher documentation (registration, program and materials) for Adult classes and OSH
- Updating and creating online materials for all Education programs
- Overseeing teacher feedback forms for Adult classes
- Preparing term schedules for teaching staff across all Education educational programs
- Organising the orientation and induction of all new teaching staff

- Ensure adequate programming, learning material development and resource management for all Education programs
- Supervising and supporting the Language Assistant program and staff
- Coordinating and developing materials for the Ascolta & Imapara, Global TV and In Classe Productions
- Coordinating and developing materials for Playgroup
- Other duties in line with the philosophy and objectives of Co.As.It. as directed by the Education Team Leader
- Consistently apply all Co.As.It. policies and procedures in daily work activities and demonstrate an understanding and commitment to EEO, WHS, privacy and confidentiality and to the principles for a culturally diverse society.

KEY INTERNAL AND EXTERNAL RELATIONSHIPS

The Coordinator –Teacher and Resource Management (TRM) needs to build extensive networks and strong consultative relationships within the organisation as well as externally with other services.

These relationships include:

- Education Team Leader;
- The Co.As.It. Board of Directors, General Manager and management team;
- Staff within the Language Service areas including teaching staff;
- Staff across Co.As.It. generally to work collaboratively and exchange information;
- General Public;

DECISION MAKING

The position is fully accountable for the quality, integrity and accuracy of the advice provided and work performed.

Decisions that can be made by the position holder include:

- Day-to-day decisions relating to the smooth running of the Education programs;
- Content of advice and information provided to Education Team Leader.

Decisions that are referred to a supervisor include:

- Strategic decision about projects and establishing priority;

- Any decision which will substantially alter the outcomes, timeframe or funding requirements of individual projects;
- Major policy issues or conflicts arising in the course of work;
- All expenditure;
- Matters requiring submission to the Board of Directors.

KEY PERFORMANCE CRITERIA

Broad indicators:

- Be personally guided by the values of the organisation;
- To arrive at work on time and to advise manger/supervisor of lateness or absences as soon as practicable;
- To follow all procedures in relation to health and safety and to view the health and safety of others in the work place as paramount;
- To represent Co.As.It. positively;
- Manager/supervisor kept informed of key issues;
- High-level cooperation with other staff, teams and divisions.

Position Specific indicators:

- To build and maintain strong relationships within the Education Division and clients;
- All staffing requirements for Education programs are fulfilled two (2) weeks prior to the commencement of language courses;
- All teaching and learning materials are developed according to specific deadlines;
- All complaints are acknowledged within 24 business hours and communicated to the compliance team;
- All educational enquiries, including those by teachers, parents and students, are dealt with in a timely and professional manner

Strategic Plan:

Further specific key performance indicators will be derived from the strategic plan. These will be set at the commencement of each review period in consultation with the supervisor.

SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED

- Qualification in education or demonstrated significant work experience in an educational setting;
- Demonstrated understanding of Co.As.It.'s role within the community and the functions of each area;
- Excellent oral and written communication in English;
- Desirable: Well developed communication in Italian;
- Well-developed organisational skills, including a demonstrated ability to work effectively in a busy environment, prioritise tasks and meet strict deadlines;
- Highly-developed computing skills including experience with Microsoft Word, Microsoft Excel, email, Internet and Education-specific teaching and learning online programs e.g Wordwall and Genially;
- Highly effective interpersonal and communication skills; confident manner and experience in working with the public;
- Consistency, accuracy and accountability in undertaking tasks, and maintaining records
- An ability to show initiative, and to work independently.
- Demonstrated knowledge of educational requirements as well as teaching and learning cycles;
- Ability to meet deadlines on a daily basis and manage competing priorities and tasks;
- Understanding of, and commitment to, WHS, Equal Employment Opportunity, ethical practices and the Ethnic Affairs Priority Statement.

VERIFICATION

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

POSITION HOLDER

Signature..... Date.....

SUPERVISOR

Signature..... Date.....