



## **Assistant Teaching and Learning Coordinator** **(Junior School)**

Oran Park Anglican College is a vibrant learning community in one of the fastest growing areas of Southwest Sydney. Catering for over 1300 students Prep – Year 12 in modern purpose-built facilities the College has established its reputation as providing a respectful, joyous and collaborative learning environment with strong pastoral support. We value academic rigour, comprehensive and inclusive pastoral care, service-learning opportunities, thriving sporting programs and excellence in the creative and performing arts.

We are seeking a motivated and professional educator to join our Junior School as Assistant Teaching and Learning Coordinator. Working closely with the Deputy Head of Junior School – Teaching and Learning, this role supports curriculum implementation, data-informed improvement, and collaborative teaching practice across the Junior School.

The successful applicant will demonstrate a commitment to the College’s Christian values, a strong capacity for teamwork, and a willingness to contribute broadly to the life of the College.

### **Position Summary**

The Assistant Teaching and Learning Coordinator is a key middle leadership role within the Junior School, working under the direction of the Deputy Head of Junior School – Teaching and Learning to support high-quality teaching practice. The role focuses on strengthening curriculum coherence and improving student learning outcomes through data analysis, program development and collaboration with middle leaders, including supporting the implementation of curriculum review processes, ensuring consistency in scope and sequences, and contributing to the use of student achievement data to inform practice. The position also models effective classroom teaching and works alongside Stage Coordinators and Grade Leaders to foster a consistent, data-informed approach to teaching and learning aligned with the College’s strategic priorities.

<b>Reports to:</b>	Deputy Head of Junior School – Teaching and Learning
<b>Status and Hours:</b>	Full Time, Permanent 2027  Student supervision hours are 8 am – 3.30 pm, although an understanding is required that the role will require greater hours than this, including attendance at weekly staff meetings and other after hour events.
<b>Full Time Equivalent (FTE):</b>	1.0
<b>Leadership Allowance:</b>	Level 2 Leadership
<b>Teaching requirements:</b>	Classroom teaching will be a requirement of the role in line with operational needs of the College.
<b>Commencement Date:</b>	Term 1 2027
<b>Dress Code:</b>	Oran Park Anglican College requires staff to dress in a professional manner, fitting of an independent school

## Major Responsibilities

The Assistant Teaching and Learning Coordinator role calls for a capable and collaborative educator who can support and strengthen high-quality teaching practice through data-informed improvement, curriculum development and professional collaboration. The responsibilities include, but are not limited to:

### *Data Analysis and Student Achievement*

- Support the collection, analysis and interpretation of student learning data to inform teaching practice and improve student outcomes.
- Contribute to longitudinal data tracking and review, identifying trends and supporting evidence-based decision-making across the Junior School.
- Assist in the preparation of data summaries and reports for internal use.
- Support follow-up actions in response to standardised testing and other assessment data, in collaboration with the Deputy Head of Junior School – Teaching & Learning.

### *Curriculum Development and Program Implementation*

- Assist in the implementation of the Junior School curriculum review, supporting consistency and coherence across learning areas.
- Support Stage Coordinators and Grade Leaders in updating and refining teaching and learning programs.
- Monitor and support the development and accuracy of scope and sequences across all stages.
- Contribute to the development and refinement of assessment and reporting practices where required.

### *Program Quality and Academic Systems*

- Oversee the development and maintenance of new student academic profiles to support differentiation and targeted teaching.
- Support the coordination and consistency of program documentation, including alignment with College frameworks and expectations.
- Assist in ensuring programs are accurately reflected and maintained within digital platforms (e.g. Canvas).

### *Middle Leader Collaboration and Support*

- Work collaboratively with Stage Coordinators and Grade Leaders to strengthen consistency of teaching practice and curriculum delivery.
- Support middle leaders in implementing data-informed teaching strategies and curriculum expectations.
- Contribute to professional dialogue and collaborative practices that promote continuous improvement in teaching and learning.

### *Classroom Practice and Modelling*

- Teach a class (with a particular focus on Mathematics), demonstrating high-quality, evidence-based teaching practice.
- Model effective pedagogy aligned with College frameworks, including the Learning Powered Approach and explicit teaching strategies.
- Reflect on and refine personal teaching practice to contribute to whole-school improvement.

### *College Contribution*

- Actively contribute to the broader life of the College, including co-curricular activities and community events.
- Model a commitment to excellence in teaching, professional growth, and student wellbeing.
- Support the College's Christian mission and values in all interactions with students, staff and families.

## Professional and Personal Attributes

The Assistant Teaching and Learning Coordinator is required to demonstrate strong relational and professional capacity, with the ability to support inclusive teaching practices that enhance student access, participation and learning. Essential criteria for this role include:

- A committed Christian, actively involved in a church community, with a desire to contribute to the Christ-centred mission and life of the College.
- Relevant tertiary qualifications in primary education and current NESA teacher accreditation.
- Demonstrated expertise in effective classroom teaching, with strong knowledge of Junior School curriculum requirements and programming practices.
- Experience in data analysis to inform teaching and learning, with familiarity in contemporary educational frameworks such as the Learning Powered Approach, Growth Mindset and explicit instruction.
- Strong interpersonal skills with the ability to build positive, productive relationships and work collaboratively with middle leaders to promote consistency and quality in teaching and learning, demonstrating a proactive and solution-focused approach to supporting staff and improving practice.
- Strong organisational and time management skills, with the ability to prioritise, manage competing demands and contribute effectively within a dynamic school environment.
- A proactive, flexible and reflective approach to professional practice, including a commitment to continual professional learning and improvement.
- A relational and inclusive approach that fosters a sense of belonging for all students, alongside a willingness to contribute to the co-curricular and broader life of the College, modelling the College values of courage, curiosity, craftsmanship, collaboration and compassion.

## Additional Information

**References:** Provide three (3) referees one of whom should be the Minister of the Christian community you serve within, who can support your application.

**Salary:** In accordance with the Independent Schools (Teachers) Cooperative Multi-Enterprise Agreement 2025 or future approved agreement.

**Child Safety:** Oran Park Anglican College is committed to child safety. All members of staff are required to comply with applicable child protection legislation and are responsible for ensuring that the College's Child Safe policies, procedures and programs are at the forefront of all we do. As such, all members of staff are expected to satisfy child protection screening and adhere to the College's Child Safe Policy and Code of Conduct.

**WHS:** Oran Park Anglican College acknowledges that the health, safety and wellbeing of people and the provision of a safe working and learning environment are central to the values of the College. All members of staff undertake annual WHS training. The successful applicant will be provided with their WHS responsibilities at the time of appointment.

**Diversity and Inclusion:** Oran Park Anglican College provides inclusive, culturally safe and child-friendly services for all students. The successful applicant will be required to comply with policy and training requirements.

**Note:** All positions evolve over time and as such, the position description should be viewed as a guide with the full expectation that other duties as required will be a natural part of the role. The role will continue to evolve in consultation with the Principal.

## The Application Process

Applicants are required to:

- Complete the “Application for employment – Teaching” form (found under the Employment tab on our website)
- Provide a 1-2 page cover letter which details your experience and demonstrates your ability to meet the essential criteria for this position, including a statement of personal Christian faith.
- Curriculum Vitae of no more than 4 pages

Please forward your application marked “Private and Confidential” to:

Mrs Naomi Wilkins  
Principal  
Oran Park Anglican College

Email [employment@opac.nsw.edu.au](mailto:employment@opac.nsw.edu.au)

Website [www.opac.nsw.edu.au](http://www.opac.nsw.edu.au)

**Applications will close on Monday 3 August**

### ***Vision***

*We strive to be a vibrant learning community that impacts every member for Jesus, through life-changing, caring, quality Christian education.*

### ***Mission***

*We do this by growing a strong and sustainable College community that nurtures Christ-shaped values of courage, curiosity, craftsmanship, collaboration and compassion.*