



PRIMARY YEARS PROGRAMME (PYP) COORDINATOR 2024

EMPLOYMENT APPLICATION GUIDELINES



INSPIRE | FLOURISH | CARE



NAVIGATOR

Join our team

The team at Navigator College are committed to developing rigorous and innovative learning environments where learning comes to life.

We are relentless in the pursuit of the best outcomes for our learners, and refuse to settle for the status quo. This commitment requires passionate educators, administrators and support staff, willing to use their high quality skills and expertise collaboratively so that collectively this preferred future is realised for every Navigator College student. We take immense joy in what is achieved through our collective efforts.

One of the trademarks of our team is the exceptional professional relationships that our team is able to forge as we partner with students and families.

These healthy relationships are founded in mutual respect, and form the basis through which our students experience the lived reality that is INSPIRE. FLOURISH. CARE.

Navigator College seeks to attract passionate and innovative staff to partner with our team, our students and our families in shaping the future of education in Port Lincoln.



Stephen Jude
PRINCIPAL

*"For I know the plans I have for you" declares the Lord,
"Plans to prosper you and not to harm you, plans
to give you hope and a future."* (JEREMIAH 29:11)

Life Long Learners



INSPIRE | FLOURISH | CARE

Navigator College is a community that values learning as a lifelong pursuit which equips us to serve others.

Navigator College is a Lutheran School from Early Learning through to Year 12. Located in Port Lincoln, the College caters for families across the Eyre Peninsula with boarding options.

Authorised to offer the International Baccalaureate Programme in the Junior and Middle School, and SACE is offered in the Senior School. Students develop a global perspective and embrace learning as a way of life.

With a strong vision for the future, we are a community where individuals are inspired as learners, flourish as people and care for the world around them.



Staff at Navigator College are passionate and support students through their learning journey so that they can prepare for a world of possibility within their chosen pathway. We are intentionally planning for future learners with contemporary and flexible learning spaces.

Navigator College warmly welcomes families into a generous and supportive community, where every child feels secure, confident, connected and empowered.

With a strong vision
for the future.



PURPOSE

A College community founded on Christian values, where individuals are inspired as learners, flourish as people and care for the world around them.

VALUES

Navigator College aims to be a place of:

- **COMMUNITY:** Where people are known and feel a sense of belonging; sharing a common purpose based on Christian values.
- **ENGAGEMENT:** Where people develop inquiring minds and a love of learning. Where people are encouraged to follow their passions and grow.
- **SPIRITUALITY:** Where people are encouraged to explore their spirituality through contemporary Lutheran perspectives in a safe, caring environment.
- **INNOVATION:** Where research and creative thinking inspires people to explore and embrace new opportunities and practices.
- **RESPONSIBILITY:** Where people are aware of and take active responsibility for themselves and the world around them.
- **CARE:** Where people are cared for and for others, reaching out with love and empathy. Where relationships are built through respect, openness and trust.
- **HERITAGE:** Where our diverse histories are respected and preserved.

VISION

At Navigator College, students, staff and families are drawn together by a shared sense of purpose and feel they belong. Our College culture is built on strong relationships, Christian values, respect, trust and care.

The College is known for enabling students to achieve excellent outcomes and our staff are recognised for embracing the best in contemporary teaching and learning practices. Students are engaged, challenged and supported to enjoy learning and fulfill their potential.

Our indoor and outdoor learning environments are designed to nurture young people as they develop from early childhood through adolescence and into adulthood.

MISSION

We make teaching and learning meaningful, fulfilling and enjoyable. We care for each other and build respectful relationships as a basis for everyone to flourish.

We are action- and growth-oriented. Our understanding of contemporary teaching and learning is continually refreshed, enabling us to engage students in their learning and achieve excellent outcomes. We use data to ensure our teaching is relevant and effective. We inspire, challenge and support each student to experience success.

Students, staff and families share ideas and work together to improve the Navigator College experience for everyone.

Our whole College learning framework and sub-school structures provide ideal learning environments to support students' physical, social, academic and spiritual development.

IB World School



PRIMARY YEARS PROGRAMME (ELC - YEAR 5)
MIDDLE YEARS PROGRAMME (YEAR 6 - 9)

BEING AN IB SCHOOL

We hope our students will uphold the IB mission to help build a better world through 'intercultural understanding and respect'. Navigator College has chosen to go through the rigorous process of authorisation and ongoing evaluation to be an International Baccalaureate World School because it:

- encourages students to think critically and develop as open-minded thinkers.
- encourages students to consider their local, national and international environment when learning about concepts and issues.

The IB framework enables us to teach the Australian National Curriculum with a focus on being internationally minded and thinking beyond our immediate environment. Aligned with international standards, the IB Programme is taught in more than 109 countries around the world which means despite our remote Port Lincoln location we are connected locally, nationally and globally to learning and action.

STUDENTS THINK ABOUT HOW THEY LEARN BEST

Through IB Programmes, IB students 'learn how to learn' by developing a range of 'Approaches to Learning' skills. They are encouraged to develop skills in organisation and self-management and take responsibility for their own educational progress.



POSITION OVERVIEW

DEPARTMENT: JUNIOR SCHOOL
POSITION: PRIMARY YEARS PROGRAMME (PYP)
COORDINATOR

COMMENCE: 22 JANUARY, 2024
TENURE: FULL-TIME PERMANENT 1.0 FTE

POSITION SUMMARY

The PYP Coordinator is responsible for providing leadership and coordination of the PYP/ Learning and Teaching programme within the Junior School. It is an expectation that this person will have extensive knowledge and experience with delivery and leadership of the IB PYP. The PYP Coordinator will be expected to work within the Leadership Team to realise the College's Vision and Mission (with a specific focus on the Educational Vision).

The PYP Coordinator will be expected to work with year level and single subject teaching teams, and the parent community, demonstrating outstanding communication skills.

This role is also responsible for overseeing the raising of Literacy and Numeracy outcomes in the Junior School as outlined in the Strategic Plan, and has the responsibility to support teachers to operate with excellent teaching practices in Literacy and Numeracy that is responsive to data and the product of a robust system for teacher improvement and development.

The role also requires supporting and monitoring teachers to ensure that an inquiry approach to learning is delivered across the sub- school, as well as supporting the College's aims of a Christian education.

The successful applicant will be employed in the College to take responsibility for the provision of the learning program within their allocated class/classes, along with all other responsibilities expected of a Junior School teacher.

The successful applicant will be able to work cooperatively with other staff members and the community, and actively contribute to the mission and vision of the College.

POSITION OBJECTIVE

This position plays an important role in ensuring a highly creditable delivery and management of the International Baccalaureate Primary Years Programme at Navigator College.

KEY SELECTION CRITERIA



KEY RESPONSIBILITIES

The successful applicant will:

- Be fully conversant with PYP policy
- Oversee PYP Data Entry
- Liaise with the Resource Centre staff regarding resources and participation in programs
- Support and guide staff with the planning, development and evaluation of their teaching
- Develop and manage, with the Head of Junior School, the assessment and reporting process and practice from planning to distribution
- Develop local and global relationships with schools and educators
- Coordinate the production of scope and sequence documents for all learning areas
- Develop and publish units of inquiry and establish transdisciplinary connections
- Contribute to the planning of the professional development program with the Principal and Head of Junior School
- Prepare curriculum documents for distribution to staff and parents
- Monitor, maintain and budget for learning area resources
- Link and communicate developments in the early and primary years curriculum
- Conduct an ongoing evaluation of the programmes and teaching practice
- Ensure that the programme and process are effectively documented
- Ensure the curriculum material is ready for pre authorization, authorization and evaluation by the IB and other related agencies
- Oversee the Literacy and Numeracy Curriculum in the Junior School.
- Identify best practice in Literacy and Numeracy
- Support teaching staff to develop effective teaching and learning practices in Literacy and Numeracy
- Work Collaboratively with PYP Coordinator to systematically raise Literacy and Numeracy outcome in the Junior School.

KEY SELECTION CRITERIA



CONTINUED ...

- Oversee the collection and analysis of data in the Junior School.
 - Devise means to continually collect informative data about students
 - Analyse data to identify trends of concern or celebration
 - Devise systems and strategies to ensure teaching and learning is data responsive
 - Work Collaboratively with the Middle/Senior School Teaching and Learning Mentor to identify ELC - 12 Trends
- Lead curriculum teams in monitoring data to inform next steps in teaching and learning.
- Work collaboratively with the Junior School Leadership Team to create rigorous teaching and learning opportunities for Junior School staff.
- Serve on Educational Leadership Team to provide strategic direction for teaching and learning.
- With support of the Head of School mentor all new Junior School staff to Navigator College by
 - Ensuring new staff are developing confidence in their teaching practice
 - Coordinating observations and feedback loops for growth
 - Identifying areas for development and coaching new staff to standards of excellence

PERSON SPECIFICATIONS

The successful applicant will:

- Demonstrate a strong commitment to the ethos of Lutheran Schools and Navigator College
- Be responsive to the academic, social, emotional, physical and spiritual needs of the students
- Demonstrate a high degree of flexibility in their approach to dealing with students and in the interaction methodologies employed
- Be able to work cooperatively with other staff members and be a leader in team building
- Be an educator who has a real passion for teaching and who demonstrates enthusiasm and dedication
- Be a positive and encouraging person who is warm and nurturing to those in their care
- Recognise and value each student's abilities and qualities
- Support the belief that all students have the ability and right to learn
- Value diversity and support all students to achieve their potential
- Be flexible in their approach to teaching and capable of working effectively in a new and developing team
- Have a commitment to ongoing professional learning

SKILLS / KNOWLEDGE REQUIRED

The successful applicant will demonstrate:

- Exemplary classroom practice
- A high level of organisational skills
- Good communication skills and an ability to relate to and manage people
- An ability to adapt to a new and changing environment and to be able to lead others through change
- Competence in their ability to use ICTs for personal productivity, PAR role and in their teaching practice
- Willingness to be an effective promoter for the College to the parent and wider community
- An understanding of the current trends and directions in their PAR area and involve themselves in on-going professional development
- An oversight of PD activities that are specific to their PAR area, and encourage staff to actively involve themselves in on-going learning
- Previous experience or interest in this area
- Responsibility for budget preparation and implementation including ordering of required materials
- A genuine love of PYP

PERSON SPECIFICATIONS

GENERAL RESPONSIBILITIES

- Documentation
- Ensure copies of the IBO publications are available to all staff members
- Establish and maintain a record of completed planners
- To develop, review and publish the program of inquiry
- Lead the progress of developing or reviewing the scope and sequence documents
- Ensure that the essential agreements are formulated as required
- Coordinate year level outcomes to ensure both vertical and horizontal articulation
- Manage the PYP Action Plan
- Participate in the formation of the College's strategic development plan

PROFESSIONAL DEVELOPMENT

- Ensure all staff members are made aware of SA PYP professional development opportunities
- Make recommendations regarding internal and external training opportunities
- Maintain a record of workshops, school visits and SA PYP Network Meetings attended in order to achieve equality of opportunity and identify ongoing needs
- Assist teams or individuals in developing units of inquiry
- Organise induction of new staff to the PYP
- In negotiation with the Principal, arrange to attend PYP workshops and keep up to date with new developments within the PYP

RESOURCE MANAGEMENT

- Make recommendations for the purchase of suitable resources to the Resource Centre Coordinator
- Identify local people and resources that can be used to support the programme
- Manage the resource budget for the PYP programme communicating with the Principal, Head of Junior School and Business Manager as required
- Have an oversight of the integration of digital technologies into the Learning and Teaching programme

COMMUNICATION

- Liaise with the Principal, Head of Junior School, teaching staff and Learning Support Officers
- Set up systems for communication and collaboration among all staff members involved in implementing the programme
- Conduct parent information sessions
- Publish articles pertaining to the programme College Blog and as separate curriculum articles
- Circulate all relevant information from the IBO
- Prepare and submit documentation required for the pre authorization, authorization and evaluation
- Ensure that all requirements and procedures set by the IBO concerning the programme are adhered to respond to requests for information (eg. questionnaires) from the IBO
- Provide a liaison between the school and the IBO
- Extend contacts with the wider community of learners through such means as the SA PYP Network committee, email contact with colleagues and school visits
- Attend PYP Network Meetings
- Ensure all relevant IB communication is shared with all staff
- Enable all communication and collaboration among all staff involved in implementing the programme
- Conduct parent information sessions
- Publish articles pertaining to the programme on the College Blog and on the Seesaw Platform
- Prepare and submit any documentation required for Evaluation

IMPLEMENTATION

- Organise teacher support with planning, modelling and strategies in learning environments
- Work with teachers to ensure that the inquiry approach is being used in all learning environments
- Facilitate and coordinate weekly teacher planning meetings and staff meetings
- Establish and coordinate appropriate curriculum teams that meet the needs of the College
- Have oversight of the integration of digital technologies into the Teaching and Learning program

PERSON SPECIFICATIONS

ADDITIONAL RESPONSIBILITIES

The successful applicant will:

- Be expected to be involved in extra-curricular and co-curricular activities according to the preserved State Agreement made up of the Teachers (Non-Government Schools) Award and the Lutheran Schools' Enterprise Agreement
- Be encouraged to involve themselves in the wider life of our Navigator community
- Be assigned a 0.2 classroom teacher FTE
- Attend Educational Leadership Team (ELT) and Junior School Teaching and Learning Leadership Team meetings regularly.

OPERATIONAL RELATIONSHIPS

The successful applicant will:

- Be responsible to the Principal and Head of Junior School for carrying out the functions and responsibilities outlined in this Position/Person Description
- Be responsible to the Principal and Head of Junior schools for day to day issues
- Liaise with the Head of Junior School and Principal to manage and grow the capacity of the Junior School Teachers.
- Mentor all Junior School staff in collaboration with the Head of Junior School
- Work closely and cooperatively with all other teachers

REVIEW AND ACCOUNTABILITY

- The Principal, or Head of Junior School will monitor the progress of the teacher and provide feedback as appropriate
- A personal and professional learning plan will be developed in conjunction with an annual review

EDUCATION/VOCATIONAL QUALIFICATIONS

The successful applicant will:

- Be registered by the SA Teachers Registration Board as a teacher
- Hold a current BELS – Provide Basic Emergency Life Support
- Have completed training in Mandatory Notification
- Hold the appropriate theological training for accreditation as a teacher in a Lutheran school, or undertake in-service training as determined by policy of The Lutheran Education Australia, or demonstrate the commitment to achieve these qualifications



How to Apply

1

**COVER
LETTER**

2

**RESPOND
TO THE
SELECTION
CRITERIA**

3

**RESUME &
REFERENCES**

APPLICATIONS: 20 October, 2023
POSITION COMMENCE: 22 January, 2024

Applications should address the Key Selection Criteria, Personal Specifications and include a Resume with three referees (two professional and one pastoral) with a cover letter.



Applications to

ELECTRONIC APPLICATIONS ADDRESSED TO:

CONFIDENTIAL

Mrs J Hannemann

Human Resources

Email - jhannemann@navigator.sa.edu.au

The electronic application should be emailed with the subject line reading;

CONFIDENTIAL – APPLICATION PYP COORDINATOR

Any enquiries regarding the positions should be directed to:

Human Resources

Jane Hannemann

Phone: (08) 8682 5099

jhannemann@navigator.sa.edu.au





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