



St Mary MacKillop College Swan Hill

ROLE DESCRIPTION

<u>POSITION TITLE:</u>	Teaching and Learning – Reporting and Assessment
<u>REPORT TO:</u>	Deputy Principal Teaching and Learning
<u>TENURE:</u>	2026 – 2027
<u>POL:</u>	2
<u>TIME ALLOWANCE:</u>	4 hours per cycle

The Teaching and Learning - Reporting and Assessment Facilitator is a member of the Teaching and Learning Team and is responsible for the coordination of the Reporting Process, including the Teacher Advisor Program.

Key Duties

- Promote the College's Vision and Mission in supporting curriculum development within the College.
- Keep abreast of professional reading and development with the strategic use of data.
- Provide leadership and support to Curriculum Leaders and teaching staff in the areas of reporting and assessment, which includes reporting and feedback to the Teaching & Learning Team of consistency in language used in assessment and reporting.
- Develop and Communicate the report writing/TA schedule to teachers:
- Allocation of students to Teacher Advisors at the beginning of the year.
- At the end of each week, check that all reports have been completed, follow up Teachers when required and then generate reports.
- Ensure that TA reports are completed by teachers in a timely manner. Re-allocate TA's that have lagged more than one week and notify the Deputy Principal Teaching and Learning of any teachers that continually have difficulty completing reports on time.
- Work with the Personal Assistant to the Deputy Principals to ensure that the reporting cycles are managed in a smooth and efficient manner.
- As a member of the Teaching and Learning Team, assist with the checking of End of Semester reports, including proofreading.
- Coordinate Year 7 – 11 exams, including all administration of exams, rescheduling of exams for students (for valid reasons) and monitoring of adjusted exams arrangements.
- Remain up to date with changes in SIMON, relevant to assessment and reporting, and communicate to appropriate staff.

Other Duties

- To undertake other duties as designated by the Principal.
- Further time release will be granted, in consultation with the Principal, at key times in the reporting cycle.

Child Safety

Consistent with our mission as a Catholic school, the St Mary MacKillop College community is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students.

All staff must:

- Adhere to Child Safety legislation and College requirements.
- Provide students with a child-safe environment in which inherent dignity of children and young people is respected and nurtured.
- Be familiar with and comply with the DOBCEL and St Mary MacKillop College Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Health and Safety

All staff are expected to:

- Adhere to, and implement, safe work practices and procedures in accordance with the St Mary MacKillop College policies.
- Work safely and report any hazards in accordance with school procedures.
- Monitor and take full care of the health and safety of others.
- Participate when required in the resolution of safety issues.