

# SACE COORDINATOR



<b>Position Title</b>	SACE Coordinator
<b>Tenure</b>	3 Years
<b>POR Allowance</b>	Band 2, Level 2 per Wilderness School Enterprise Agreement 2025
<b>Time Allowance</b>	0.29FTE
<b>Reporting to</b>	Head of Senior School

Wilderness School is a non-denominational girl’s school educating students from Early Learning Centre through to Year 12.

Since 1884, Wilderness School has prepared girls to be adventurous, courageous, responsible and respectful learners and leaders. The legacy of our Founders, the Misses Browns, continues today and is a rich and integral part of our School culture.

Staff members at Wilderness School are required to uphold our values

- Respectful Relationships
- Responsible Citizenship
- Adventurous Learner
- A True and Courageous Self

Staff are also required to uphold the reputation of our school and community by:

- Conducting their relationships with respect and kindness
- Demonstrating high behavioural, moral, ethical and professional work standards
- Working together to successfully manage change

At Wilderness School, we have a shared definition of leadership and are committed to the growth of others. We are:

- Respectful leaders who demonstrate kindness and empathy and form healthy fulfilling relationships with others, honouring their dignity.
- Responsible leaders who are trustworthy and reliable. We understand others’ rights and act with integrity, matching our purposes with congruent actions and words.
- Adventurous leaders who are reflective, self-authoring, values driven and purposeful.
- True and courageous leaders who are agents of growth and change. We are committed to the ongoing growth of our leadership and team members.

## Role Purpose

This role leads the implementation of the School's Vision and Strategic Priorities within the SACE curriculum. It ensures curriculum compliance, supports teacher development, oversees assessment quality, manages student data and exam processes, and drives improvement through the analysis of student outcomes. A key focus is also on supporting SACE students to balance their academic progress with their pastoral and wellbeing needs, fostering a culture of care, high standards, and continuous growth.

## Key Areas of Responsibility:

<p><b>Leads Teaching and Learning</b></p> <p><b>Operationalises the School's Vision, Mission and Strategic Priorities</b></p> <ul style="list-style-type: none"> <li>Works with Heads of Department and SACE teachers to ensure that SACE curricula reflects the School's Mission, Vision, Values and Strategic Priorities.</li> <li>Maintain a thorough understanding of all SACE requirements and how this translates at Wilderness School.</li> <li>Supports SACE teachers to engage in ongoing inquiry, continually re-examining the extent to which their practices support the learning and growth of all their students.</li> <li>Acknowledges and celebrates individual contributions and achievements.</li> </ul> <p><b>Ensure provision of a guaranteed curriculum</b></p> <ul style="list-style-type: none"> <li>Have oversight of all curriculum and assessment changes pertaining to SACE.</li> <li>Support Heads of Departments to ensure that Learning &amp; Assessment Plans meet SACE requirements.</li> <li>Ensure quality assurance processes are in place for the management and storage of Stage 1 and 2 Learning and Assessment Plans (LAPs).</li> <li>Develops and implements check-ins with SACE teachers and/or HODS to ensure alignment of teaching and learning practices with Learning and Assessment Plans.</li> <li>Implements a process to ensure students are aware of and agree to relevant SACE policies.</li> <li>Liaise with relevant SACE Board employees.</li> <li>With support from Personal Assistant to Head of Senior School, oversee and manage Schools Online to ensure the accuracy of all student data.</li> <li>Work with the Head of Senior School and Heads of Department to monitor the academic progress of students undertaking Stage 1 and 2.</li> <li>Coordinate the Year 10, 11 and 12 Exam blocks including examination timetables and staff supervision rosters.</li> <li>Monitor the progress of students with Special Provisions and provide support or advice where appropriate.</li> </ul> <p><b>Leads assessment and analyses data</b></p> <ul style="list-style-type: none"> <li>Works with Head of Learning Analytics to develop and implement a process of regular, systematic and comprehensive analysis of student outcomes, including SACE results and any other standardised testing to inform improved learning practices at individual and whole school levels.</li> <li>Works with Head of Learning Analytics to provide reports for the Leadership Team, Heads of Department and teaching staff, summarising the analysis findings, providing interpretations of the analysis data and suggesting strategies to improve student outcomes.</li> <li>Supports Heads of Departments with leading processes to guarantee accuracy and consistency of standards, outcomes and benchmarks in assessment and curricula.</li> <li>Models and cultivates conscious curiosity about the use of rich forms of achievement and progress data to evaluate impact on student learning, identify areas needing improvement and plan interventions and future learning.</li> <li>Monitor SACE teachers' use of the SACE Board PLATO professional learning platform to ensure quality assurance of marking standards and assessment.</li> <li>Encourage, support and keep a register of the involvement of Wilderness Teachers in moderation, marking, setting and/or vetting.</li> </ul>
<p><b>Develop Self and Others</b></p> <p><b>Engages in own leadership development</b></p> <ul style="list-style-type: none"> <li>Regularly reflects on own leadership, including strengths, stretches and challenges.</li> <li>Seeks and acts on feedback on leadership from line manager, colleagues and Senior Leadership.</li> </ul>

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- Participates in leadership development opportunities offered by the School, including informal and formal reflection and planning with the Deputy Principal - Learning and Teaching.
- Engages in regular ongoing cycles of leadership development.
- Maintains ongoing knowledge of current trends in educational leadership.

### **Cultivates trust**

- Builds and nurtures collaborative relationships with colleagues.
- Acts swiftly and sensitively to the concerns of members of staff, demonstrating kindness, patience and persistence when resolving issues.

### **Develops the professional practice of others**

- Works with the Deputy Principal - Learning and Teaching to recommend/provide professional learning to SACE teachers.
- Promote SACE teachers' use of the SACE Board PLATO professional learning platform.
- Encourage all SACE Stage 1 and 2 subject teachers to read and reflect on annual Subject Assessment Advice (or equivalent) Reports.
- Leads Heads of Department and/or teams of teachers through relevant and timely professional learning (approximately one per term).

## **Manage the Learning Area**

### **Manages resources**

- Plans and manages budget for invigilators and exam requirements.
- Manages resources required for exam periods, including ongoing monitoring of capital expenditure.
- Manages Exam Invigilator pool and maintains relationships with relevant people.

### **Organises people**

- Encourages, assists and monitors beginning teachers and new teachers to SACE.
- Provides support and mentoring to teachers for the uploading of SACE results, etc.
- Manage the appointment of exam invigilators and conduct training in online examination invigilation.

### **Communicates in a timely and intentional manner**

- Regularly briefs SACE teachers on the School's strategic plans, priorities, and operational issues and disseminates relevant information from SACE.
- Ensure the Principal is fully briefed about significant developments in relation to key areas of SACE.

### **Manages compliance**

- Manage SACE enrolments and submission of results.
- In consultation with the Head of Extended Curriculum and School Counsellors, manage the application process, documentation, and implementation of Special Provisions for students in Years 11 and 12.

## **Qualifications, Skills and Experience:**

### **Qualifications and Experience**

- Academic qualifications, suitable experience and a background relevant to the role, including maintaining a South Australian Teaching Registration Certificate with the Teacher's Registration Board SA.
- Capacity to work as a constructive team member both within the SACE Team and among the Heads of Department and, when appropriate, other School planning and leadership groups.
- Strong record of performance as an exemplary SACE teacher.
- Ability in curriculum design, innovation and implementation, including the integration of appropriate digital technologies that support student learning.
- Experience in pedagogical and curriculum leadership, or the potential to do so.
- Commitment to developing own leadership as well as the professional practice of team members.
- Demonstrated capacity to foster independence, resilience, leadership and responsibility.
- Ability to efficiently manage the administrative duties related to the Department.
- Knowledge of and commitment to policies and practices relating to Risk Management, WH&S and Equal Opportunity.

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### Personal Qualities

- Ability to motivate students and influence growth in student learning.
- Excellent communication skills and ability to relate effectively to students, staff, parents and community members.
- Outstanding organisational skills, planning, analytical and strategic thinking capabilities.
- Personal sense of initiative, enthusiasm and energy.
- Proven capacity to operate in a respectful, collaborative, professional, confident and discreet manner.
- Openness to new ideas, responsiveness to emerging opportunities and issues.
- Understanding of and commitment to the ethos of Wilderness School.
- Evidence of ethical behaviour in all professional duties.

### Conditions

- Some out of hours' work is an essential component of this role.
- Work from any other metropolitan location as required.
- Some Interstate and Intrastate travel may be a requirement of this position.
- Current registration or ability to be registered with the Teacher's Registration Board of South Australia.
- The School reserves the right to modify and adjust position descriptions to meet its operational and strategic need.
- The successful applicant will be required to undergo a Working with Children Check and Responding to Risks of Harm, Abuse and Neglect Training. In addition, you are required to adhere to the School's Child Protection Policy.

### Acknowledgement:

- I have received, reviewed and fully understand the position description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Signed:

Date:

Print Name: