



Oakleigh Grammar

Position Description

Position Title	Junior School Inquiry Learning Coordinator
Campus	77 – 81 Willesden Road, Oakleigh
Appointed by	Principal
Responsible to	Junior School Head of Teaching and Learning
Employment Type	0.4 FTE

Overview

The role of the Inquiry Learning Coordinator is to work collaboratively with all Prep -Year 5 Teachers to guide, direct and facilitate the development of Inquiry Learning. The Inquiry learning Coordinator has a pivotal role as a member of the Junior School Leadership team with a key responsibility for curriculum development, organisation, administration and coaching. The Inquiry Learning Coordinator reports to the Junior School Head of Teaching and Learning and Head of Junior School.

Duties and Responsibilities

Administration

- Be familiar with and promote understanding and use of all inquiry documents
- Maintain, review and update planners that are concept driven, linked to the Australian Curriculum and Cross Curriculum Priorities
- Lead the reflection and review process of the Inquiry across the Junior School
- In collaboration with the Head of Teaching and Learning, develop and review the school's curriculum documents for inquiry, including the subject scope and sequence documents
- Create a scope and sequence of Inquiry for the Junior School that is audited against the Australian Curriculum and 21st Century thinking skills and capabilities
- Work with Staff to develop unit planning and teaching and learning strategies for thinking skills through coaching, mentoring, coaching, modelling, observations and feedback.
- Develop reports and report writing techniques and examples for staff.
- Develop Links with The Leader in Me throughout the inquiry process
- Ensure that summative and formative assessment is integrated and developed and formulated for assessment and for teaching and learning.
- Create the school's strategic Inquiry action plan, and monitor progress with the plan
- Maintain and archive an example of inquiry classroom portfolios from year to year
- Create a system to archive exhibition lessons/activities, planners from one year to the next.
- Promote and model global inquiry displays to ensure updated student work is displayed and that all unit celebrations that take place are written up for Grammar News articles.

Communication:

- Promote the ethos of thinking processes throughout all aspects of school life
- Set up systems for communication and collaboration among all staff members involved in implementing and developing their units of Inquiry
- Circulate all relevant information received and developed for inquiry learning and ensure that teachers and other staff are kept up to date with current developments in teaching and learning processes
- Advise the Head of Junior School and Junior School Head of Teaching and Learning, of all developments and progress regarding Inquiry Learning both internally and externally

Staff:

- Supervise the professional development of Primary School staff by monitoring their needs and organising and planning internal and external professional development activities
- Participate in the staff appraisal process and conduct regular walkthroughs, model lessons, observe and provide feedback to staff.
- Assist with the planning and delivery of Inquiry Learning for staff in the Primary School

Professional Development:

- Develop and implement a comprehensive and differentiated plan for teachers
- Meet with year level teams and individuals in developing significant, relevant, engaging and challenging units of inquiry and documenting student inquiries and actions predominantly through collaborative planning meetings
- Assist teams or individuals with unit of inquiry reflections
- Assist teams or individuals with Learning Expos, portfolios and Student-led conferences, as necessary
- Model effective instructional and questioning practices in the classroom
- Ensure that staff members are made aware of professional development opportunities and make recommendations regarding both on and off campus PD for Inquiry Learning
- Keep a record of workshop attendance and school visits to ensure equality of opportunity and to identify ongoing needs
- Organise and facilitate professional development workshops throughout the year

Child Safe School

Oakleigh Grammar has a **zero-tolerance approach to child abuse**. The School must comply with the minimum standard for the care, safety and welfare of students as detailed in the child safe standards specified by Ministerial Order No. 870.

Oakleigh Grammar is a Child Safe School and we are committed to ensuring a culture of child safety. We provide a safe environment for every child and student. All students have a right to feel safe and to be safe. We want our students to be secure, happy and empowered. We support and respect all children, from all cultural backgrounds and faiths.

Our School is committed to preventing child abuse and identifying risks early, and removing and reducing these risks. This includes measures to actively maintain a safe school environment both during school hours and outside the school day.

All Oakleigh Grammar employees and volunteers have a legal and moral responsibility to respond to situations involving child abuse and neglect including mandatory reporting of abuse or suspected abuse.

In addition, Oakleigh Grammar is committed to the safety of children from culturally and/or linguistically diverse backgrounds, and to provide a safe environment for children with a disability.

We also have specific policies, procedures and training in place that support the Board of Management, Leadership Team, Teachers, Staff and Volunteers, to achieve this important outcome of a child safe school.

All staff employed by the School are required to:

- 1) Show evidence of a current **Victorian Institute of Teachers Registration** (or Provisional Registration) or **Working with Children Check**, as required.
- 2) Commit to the School's **Staff Code of Conduct, Mandatory Reporting** and **Staff Professional Boundaries Policies** by way of reading and taking part in an on-line questionnaire each year.
- 3) Take part in child safe school training each year including the **on-line Mandatory Reporting e-Learning Module**.