



SUBJECT COORDINATOR

Western Sydney University The College
Supports Equal Opportunity, Workplace Health and Safety
& Cultural Diversity

Position Description

JOB TITLE	Subject Coordinator
POSITION NUMBER	Various
DIRECTORATE	Academic Pathway Programs
CLASSIFICATION	Academic Pathway Programs Teacher
REPORTING TO	Program Coordinator
DIRECT REPORTS	Nil
LOCATION	Various
DATE	April 2024

PURPOSE OF THE POSITION

The Subject Coordinator is responsible for the provision of subject level academic leadership within a specific discipline. Under the broad direction of the Program Coordinator, the Subject Coordinator is the subject matter expert within their discipline area and coordinates delivery of subject teaching activities across multiple subjects. The Subject Coordinator leads curriculum development and improvement, and oversees specific operational activities including timetabling, marking and moderation, grades assessment and subject evaluations.

ORGANISATIONAL CONTEXT

Western Sydney University Enterprises Pty Limited, trading as Western Sydney University, The College, is a not-for-profit company, wholly-owned entity of Western Sydney University. Located in the heart of one of Australia's fastest-growing economic regions, The College is committed to unlocking the potential of the Western Sydney community, regardless of background or prior education, and places emphasis on strong partnerships and investments in infrastructure and innovation.

The College is constantly working to provide new study options, pathway programs and support services to ensure all students in the Western Sydney region have access to a world-class education, and works with local businesses and industry leaders to develop courses that focus on preparing graduates for the global workforce.

Created in 2006, the College has its antecedents in English language and Foundation studies programs offered by various University Schools and entities since the 1980s. The College draws upon 18 years of experience and is committed to three underlying principles of growth and diversity – multiple locations, multiple products, and multiple modes of delivery.

The College offers the following:

- Academic Pathway Programs, including University Foundation Studies and Diploma Programs, Associate Degree Programs and Undergraduate Certificates

- English Language Programs
- English Language Entrance Test and preparation courses including IELTS (International English Language Testing System), PTE (Pearson Test of English) and OET (Occupational English Test), and
- Vocational Programs (RTO – Registered Training Organisation).

With multiple campuses spread across the heart of Western Sydney in Blacktown (Nirimba), Bankstown, Penrith (Kingswood), Parramatta and Sydney Olympic Park, The College combines modern architecture with rolling hills, blue skies and landscaped gardens. While each campus has its own unique attributes and atmosphere, all are friendly and multicultural, and well connected by public transport.

CONSTRAINT/AUTHORITY LEVEL

The position operates in accordance with The College policies, and the requirements of relevant legislation, awards, and agreements. This position operates under the broad direction of the Program Coordinator.

KEY ACCOUNTABILITIES

- Delivery of subject teaching and learning as a subject matter expert and coordinate delivery of subject teaching activities across multiple subjects.
- In partnership with the Product Directorate, identify areas for improvement and maintain resources within the curriculum to ensure currency of content.
- Oversee and coordinate timetable changes and requirements.
- Support the Program Coordinator in coordinating the teaching team to ensure adherence to the academic teaching standards.
- Oversee the allocation of teachers to the relevant subjects and coordinate the workload amongst staff within the subject, including overseeing marking and moderation.
- Take a lead role in curriculum development and review, in partnership with the Product Directorate and Program Coordinator.
- Support the Program Coordinator in the coordination of assessment moderation and result finalisation processes.
- Work with the Academic Learning Advisors to ensure student applications for extension/ Disruption to Studies are managed efficiently and effectively.
- In partnership with the Associate Director, Learning and Teaching Delivery, Associate Director, Online Learning and Teaching Delivery, Associate Director, Academic Success, Academic Learning Advisors and Product Directorate, lead the review of subject evaluation results and oversee the implementation of improvements.

KEY SELECTION CRITERIA

1. Undergraduate or post-graduate qualifications in area of specialisation.
2. Recent and relevant teaching experience in two subjects within the area of discipline taught at the campus for which you are applying. Professional experience will also be considered.
3. Experience in teaching students from diverse linguistic, ethnic, and academic backgrounds.

4. Ability to plan and implement lessons which allow for learning material to be covered in the indicated time available and which also allow for achievement of desired outcomes by a diverse student body.
5. Demonstrated ability in developing resources/curriculum documents as well as criteria and standards-based assessment tasks.
6. Ability to, or a willingness to learn how to, incorporate technology into teaching and learning.
7. Excellent interpersonal and communication skills, including ability to foster high levels of collegiality with staff and ability to empathise with students.
8. Proven ability to assess priority of tasks and manage workload in a busy education environment.
9. It is a mandatory requirement for any incumbent of this position to have a current NSW employee Working with Children Clearance (WWCC) in accordance with the NSW Child Protection (Working with Children) Act 2012.

POSITION DIMENSIONS

Multi-Campus

Given the multi-campus responsibility associated with this role, the position is required to travel across all College campuses frequently. This is an inherent requirement of the role.

Work Health and Safety Statement

The position is required to cooperate with all health and safety policies and procedures of The College and take all reasonable care to ensure actions do not impact on the health and safety of staff and visitors to The College.

Equal Employment Opportunity

Ensure that the principles of equal employment opportunities are implemented promoted and adhered to, in order to comply with The College policy.

RELATIONSHIPS

Success in the role will be dependent on developing and maintaining positive relationships with:

- Program Coordinators
- Product Directorate staff
- Teachers
- Administrative staff
- College Students

CHALLENGES

Major challenges facing the position are:

- Interacting effectively with stakeholders at all levels.
- Working with diverse multicultural student groups.
- Working with diverse ability groups.

- Working with students with varying subject backgrounds.

EMPLOYMENT AGREEMENT

As the incumbent of this position, I have read the position description, understand its contents and agree to work in accordance with the requirements of the position. I understand and accept that I must also comply with the policies, procedures, guidelines and systems of The College.

Signatories	Name	Signature	Date
Staff Member			
Supervisor			

Reviews of this position description should occur at performance review. Any agreement to amend or alter this document will require it to be signed and dated as a new document.