Caroline Chisholm Catholic College

Position Description – Year Level Coordinator

POSITION CLASSIFICATION: **Teacher: Position of Leadership Level 3**

REPORTS TO: **Deputy Principal (Students)**

The Year Level Coordinator is responsible to the Deputy Principal (Students). Working consistently within the policies and procedures of the College, the Year Level Coordinator undertakes a role which is primarily pastoral, focused on maximising opportunities for the social emotional and cognitive development of students. The role manages student wellbeing within a Year Level at each Campus.

Duties;

- Work in an honest, open, innovative and flexible manner with a focus on improvement of student outcomes and excellence in learning
- Model a collaborative style of leadership which acknowledges the valuable contribution of each member of the College community, and which reflects and supports the vision of the College

Students:

- Know each student in the Year Level and both promote and facilitate their growth and personal development
- Encourage strong relationships with families and a sense of community connectedness
- Foster the spiritual growth of the students through the promotion of Catholic identity and celebration of the College liturgies
- Nurture a 'presence' within the student group and provide leadership for the Year Level
- Work with Learner Mentors to take responsibility for the implementation of all College Pastoral Care and Restorative Practice policies in support of students within the Year Level
- Develop positive and pro-active student leadership within the Year Level
- Take a supportive role in the recognition and celebration of student achievement
- Liaise with the Deputy Principal (Students) regarding individual student welfare needs.
-

Leading and working with others:

- Work closely with the Director of Campus to ensure the effective function of the Campus is maintained and supported in accordance with the College processes and policies
- Work within a given Campus portfolio responsibility to manage processes and events relevant to the portfolio. These responsibilities may include; camp coordination, information evenings, excursions, chairing of student leadership bodies and the preparation of meeting agendas, references, reports and documentation relevant to portfolio responsibilities
- Work with Learner Mentors to build an understanding of Social Emotional Development which is positive in outlook, builds personal resilience and takes account of character strengths, mindfulness, gratitude and reflection as determinants of confident learning
- Coach Learner Mentor staff through regular meetings to develop their professional pastoral and leadership skills using the GROWTH Model as the central coaching tool
- Meet with other House Leaders, Learning Leaders, Counsellors, Learner Mentor staff, support staff and the Director of Campus or Deputy Principal (Student) as required in support of student progress

- Attend regular meetings with Student Wellbeing Team to discuss issues and develop policy regarding student wellbeing
- Lead the implementation, delivery and review of the Learner Mentor Personal Development Program

Administrative Expectations

- Chair and produce documentation for fortnightly Learner Mentor teacher meetings
- Assist the Director of Campus in the preparation of Whole School Assemblies
- Take responsibility for the implementation, monitoring and evaluation of Case Management programmes and for liaising with external agencies when appropriate
- Contact or arrange interviews with parents as deemed necessary
- Liaise with the House Student Leaders including Learner Mentor representatives
- Advise on the Transition, Subject Selection, Attendance and Promotion policies and other procedures of the College where appropriate
- Closely monitor uniform, student attendance and absences and implement a process to follow up.
- Closely monitor the Wellbeing and academic progress of each student in the Year Level, addressing issues and concerns that arise in a timely manner

Other duties as directed by the Principal

Selection Criteria

- Strives to be a leader in Learning Excellence
- An ability to form teams and sustain a network through the term of appointment with excellent leadership, management and administrative skills
- The capacity to work flexibly and creatively within a collaborative decision-making structure
- Exhibit an ability to communicate clearly, personably and effectively in ways that engage staff, students and guardians
- A sound grasp of current educational thought and practice specifically in the context of the role
- Proven record as an exemplary innovative teacher and excellent capabilities of successfully integrating the use of ICT in contemporary education
- Remain committed to undertaking a proactive role in enhancing student learning outcomes, student wellbeing and perform at a high level of teaching
- Holds a current registration with the Victorian Institute of Teaching
- Demonstrates commitment to Catholic Education including Accreditation to Teach in a Catholic School or a commitment to attain registration within 2 years of the appointment

Terms & Conditions

Terms and Conditions of employment are as per the Catholic Education Multi Enterprise Agreement 2022 CEMEA).

Caroline Chisholm Catholic College is a Child Safe School.