

POSITION DESCRIPTION

Year Level Coordinators



Purpose of the Position

The Year Level Co-ordinators are responsible for fostering a positive and cohesive sense of community amongst students and staff. They are responsible for the daily management of the students in their Year Level and overseeing their students' spiritual, emotional, social and academic wellbeing, providing opportunities for students to thrive.

Portfolio Responsibilities

The Year Level Co-ordinators will demonstrate an open, flexible and creative approach, working to ensure that Loreto College's stated philosophy, aims and objectives and Mission Statement are reflected in practice across the College. A Year Level Co-ordinator has a significant role within the school community to bring about the desired outcomes expressed in the Loreto Mission Statement.

The Year Level Co-ordinators will facilitate the implementation of the College's Wellbeing policy, fostering among the members of the Year Level (students, staff and parents) a welcoming and caring atmosphere and promoting the Loreto ideals of independent student thinking and student contribution to Year Level events and activities, as well as ensuring a sense of connectedness within the year level is maintained. The Year Level Co-ordinators will lead, facilitate and are responsible for the associated year level activities and programs as well as communication and promotion at their year level.

The Year Level Co-ordinators will be just, with practice that continually reflects on how best to serve their Year Level. All tasks essential to the Year Level's functioning are carried out. The Year Level Co-ordinators will ensure that they promote and model a culture which encourages collaboration amongst teachers. They foster an environment where decisions that affect members of the Year Level are made justly and co-operatively.

Portfolio Responsibilities

Faith Dimension

- Assists in the development of the College as a faith community.
- Promotes and supports the spiritual, mental, emotional and academic development of each student.
- Supports and helps in the development of the Year Level Reflection Days, Liturgies and Retreats
- Works with students and the College in organising, promoting and supporting social justice initiatives.

Student Wellbeing

- Works collaboratively with the Student Engagement Leader, Data Analytics Leader, Coordinators, Directors and Assistant Principals in planning and delivering strength based positive education programs to the Year Level.
- Works collaboratively with the Student Engagement Leader to plan and deliver aspects of the Resilience, Rights and Respectful Relationships program as needed.
- Monitors each student's progress, identifies and supports those who are needing individualised support, working with Mentor Teachers to provide this.
- Attends Student Wrap Around Team meetings (SWATs) to discuss students at risk and develop interventions to ensure appropriate support is provided and monitored.
- Works in partnership with the Counsellors, Mentors and classroom teachers to support the students in the Year Level.
- Works closely with the Mentor Teacher to monitor student attendance and follow up student absences.
- Communicates regularly with Mentors; coordinates and runs regular Mentor Teacher meetings.
- Communicates with and informs parents with the aim to engage them in a constructive, solution-based process to address the wellbeing and academic needs of their child.
- Facilitates and arranges meetings with students and parents, with the support of relevant staff as required (e.g. Learning Leader – Senior Pathways Leader, Directors) in reviewing student academic performance.

- Coordinates Year Level assemblies with the assistance of the Year Level Committee.
- Coordinates and runs regular Year Level Committee meetings.
- Coordinates a peer buddy system for new students and facilitates buddy program for existing students.
- Work collaboratively with other College leaders to use data to make informed, evidence-based decisions for monitoring and driving continuous improvement of academic and wellbeing outcomes in the Year Level.
- Collaborates with Directors and other learning Leaders in the administration of testing and exam sessions.

Leadership

- Promotes and assists to build a culture of respect and co-operation amongst students, staff and parents.
- Leads an inclusive Year Level culture that promotes understanding of and respect for Aboriginal and Torres Strait Islander histories, cultures and languages and other culturally and linguistically diverse communities.
- Attends information evenings, Year Level Parent Evenings and relevant College Functions.
- Where practical attends Year Level events.
- Works with staff to ensure the implementation of all policies/procedures pertaining to student wellbeing for the Year Level.
- Shares in the responsibility of interviewing those who are seeking an enrolment at Loreto College.
- Attends orientation sessions for new students.
- Supports the wrap around approach to student wellbeing and learning, moving up with the year level at least once in the three year cycle.

Administration

- Records all interactions (phone calls, interviews) with students and parents that require intervention.
- Organises and coordinates student Leadership elections.
- Oversees student contribution to End of Semester Year Level Mentor Reports.
- Proofreads Year Level Mentor reports at the end of the semester.
- Works with the Director/s and Learning Diversity Coordinator to formulate class lists for both incoming and outgoing students in the Year Level.
- Works with the College Registrar to assign students to mentor groups and Houses.
- Facilitates and organises Year Level events (including but not limited to camps, socials/formals, transition, spiritual, social emotional learning programs, incursions, excursions, last day activities, subject selection events etc).
- Assigns lockers to students and monitors Year Level rooms and locker areas.
- Organises the ordering and distribution of Year Level specific items.
- Develops a weekly communique to student in the Year Level.
- Manages, reviews and maintains relevant budgets.

Communication

- Develops and maintains appropriate channels of communication with parents, staff and students.
- Communicates when needed with the office staff on issues relating to the pastoral needs of the students.
- Writes articles or organises students to write articles relating to Year Level activities for the College newsletter, Magazine/Verity/ E-News.
- Writes an annual report when required.

Year Level Specific Tasks May Include (and subject to change)

Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Year 7 & 10 Rise Up buddy program	Year 8 & 11 Rise Up buddy program	Year 9 & 12 Rise Up buddy program 2027 ->	Year 7 & 10 Rise Up buddy program	Year 8 & 11 Rise Up buddy program	Year 9 & 12 Rise Up buddy program 2027 ->
Camp planning, preparations and implementation (2 nights)	Camp planning, preparations and implementation (2 nights)	Collaborative retreat planning, preparations and implementation	Meet the Mentor Evening	Collaborative retreat planning, preparations and implementation	Collaborative retreat planning, preparations and implementation (1 night)
Meet the Mentor Evening	Collaborative retreat planning, preparations and implementation	Meet the Mentor Evening	Collaborative retreat planning, preparations and implementation	Day of Hope or equivalent	
Collaborative retreat planning, preparations and implementation	Da Vinci Decathlon	Goals to Grow Program	Expect Respect (STRIVE) session	Year 12 Merchandise organisation (hoodies, spit crew shirts)	Organisation of Year 12 Speakers & Activities for some Wednesday P 3 & 4 sessions
Year 7 Fieldwork Day	Volunteer Program	Year 9 Social – dance lessons, organisation and implementation	Subject Selection Expo	Year 11 Examinations & GAT	Head of Lake Organisation including Spit Crew
Control your Scroll – for students and parents	Seed Visits	Ballarat Mini Adventure	Mary Ward Connect	Senate Application process	Year 12 Hoodie distribution
Year 6 interviews	Let's Connect Day at Loreto Toorak	SmartASK	Year 10 Examinations	Supervision of Weekly Sup Sessions (in collaboration with Senior Pathways)	Year 12 Formal organisation and implementation
Incoming Year 7 academic testing	Class Solver for 8 -> 9 groupings	Melbourne Adventure	Subject Selection Interviews		Year 12 Examinations & GAT
Year 7 incoming student transition, including meeting new students, class groupings, data analysis, information evening, parent liaison.	Live4Life Preparation	Collaborative planning, preparations and implementation (2nights)	VCE-VM interviews		Supervision of Weekly Sup Sessions (in collaboration with Senior Pathways)
Orientation Day Grade 6 – incoming Year 7		Outdoor Ed Camp planning, preparations and implementation (2 nights)	Live4Life Preparation		Year Level Photo
Let's Connect Day (onsite with Loreto Toorak)			End of Year Picnic		Celebration Day planning, organisation and implementation
Class Solver for 7 -> 8 groupings					Graduation Dinner
					Graduation Mass

Shared Responsibilities

Mission and Ethos

- Have a commitment to, and a clear understanding of the ethos of a Catholic School and the Loreto charism of Mary Ward.
- Support the Catholic ethos by taking part in staff and student prayer, retreats, social justice activities and voluntary service.
- Role model Christian values in all dealings with students, staff and parents.
- Maintain confidentiality at all times and demonstrate high professional standards within the College and community.
- Provide consistent public support both within and outside the College for school-wide policies, initiatives and strategic plans.

Child Safety

- Have a clear understanding of Ministerial Order 1359 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice.
- Be familiar with and comply with the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.
- Provide students with a child-safe environment.
- Uphold a zero-tolerance attitude towards child abuse.
- Ensure cultural safety for Aboriginal and Torres Strait Islander children and children from culturally and/or linguistically diverse backgrounds.
- Provide a safe and accessible environment for children with a disability.
- Implement strategies that promote a healthy and positive learning environment.

Key Selection Criteria

The criteria listed below will inform the selection process:

1. **Experience in Positive Psychology and Wellbeing Initiatives.** The ability to integrate positive psychology principles into pastoral care, learning and faith development, creating a supportive and flourishing learning environment.
2. **Collaboration and Stakeholder Engagement.** The ability to work with staff, students, parents/carers, families and external organisations to develop partnerships that enhance student wellbeing and engagement opportunities.
3. **Strategic Vision and Program Development.** Experience in designing and implementing frameworks that authentically embed student agency, leadership, and wellbeing into curriculum, retreats, and wider school programs.
4. **Organisational and Event Management Skills.** The ability to effectively coordinate student leadership structures, elections, assemblies, and pastoral programs, ensuring streamlined communication and supported engagement.
5. **Commitment to Child Safety and Inclusion** - A thorough understanding of Ministerial Order 1359 on Child Safety and a dedication to creating an inclusive, culturally safe, and supportive environment for all students.
6. **Alignment with Catholic Ethos & Loreto Values** – Willingness to support the College's mission, participate in faith-based activities, and uphold professional integrity.