

Position Description:

Student Leadership Coordinator (POL 2)



Purpose of the Position

The Student Leadership Coordinator will be at the forefront of developing and facilitating our leadership framework at Loreto College Ballarat. There is a significant focus on student agency and bringing meaningful voice to our student body. They will actively guide and mentor not students, and also staff through a change in structure with a focus on confidence, succession and strong vibrant leadership in our school and in the wider community.

Key Competencies

- **Leadership** – The capacity to lead self and others in the area of environmental sustainability
- **Communication** – Excellent skills in communicating to staff, students and parents/carers
- **Planning and Organisation** – Excellent planning and organisation skills, demonstrating the ability to balance resources, timelines, and priorities to achieve objectives
- **Problem Solving and Decision Making** – Excellent skills in problem solving and decision making, including the ability to be analytical and decisive when identifying solutions, making appropriate and timely actions
- **Collaboration** – The capacity to lead and work with others in achieving common goals, objectives and outcomes
- **Continuous Learning** – An ongoing commitment to learn and self-development, particularly in relation to the curriculum and pedagogy for girls' education
- **Ownership and Accountability** – responsibility and accountability for the quality of their decision making, delegating, and reflecting objectively on events and actions

Portfolio Responsibilities

- Create a vision of Loreto Leadership that encompasses our understanding of Mary Ward and her open circle of friends.
- Develop and implement a student leadership framework that encompasses all areas of the school community.
- Promote and foster student agency, policy making and advocacy throughout Loreto College
- Promote and foster student leadership throughout the school
- Support the Directors of Years 7-9 and 10 –12 and Year Level Coordinators to promote school spirit through the school leaders.
- Develop relationships with tertiary institutions, secondary and primary schools and other local agencies developing capacity of our student leaders in the wider community.
- Work with our network of Loreto schools and organisations with our student leadership program.
- Liaise with YLCs and Director of Years 7-9 and Director of Years 10-12 to facilitate student leadership elections
- Develop and manage student leadership induction, mindful of year level and role.
- Work with students and the Deputy Principal to organise and implement full school assemblies.
- Liaise with student leaders, House Assistants and relevant staff to develop a system of organisation and structure that encompasses meetings, communication and best practices throughout the school.

- Work with staff mentors that work directly with student leaders.
- Organise internal and external leadership development opportunities for our student leaders and potential student leaders
- Assist student leaders and student mentors to organise a calendar of opportunities for the community to ensure that all facets of the college have opportunity to shine.

Key Selection Criteria

- The ability to provide leadership underpinned by the Loreto values and a commitment to the work of Mary Ward
- An understanding of and commitment to girls' education
- The capacity for leading improvement and change generating a sense of common purpose and ownership
- An understanding of best practice in contemporary and innovative education, particularly in relation to student leadership and agency.
- Excellent planning, organisation, communication, and interpersonal skills
- Highly desirable is an understanding of positive education in relation to education
- A demonstrated commitment to the safety, wellbeing, and inclusion of all children
- The ability to laugh at one's self, reflect and commit to continual learning