

# Position Description:

## Year Level Coordinators (POL 2)



### 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 spiritual, emotional, social and academic wellbeing.

### Role Responsibility

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 School. 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 be just, fair, challenging and continually developing and transforming and serve their Year Level by ensuring that all tasks essential to the Year Level's functioning are carried out ensuring that they promote and model a culture which encourages collaboration amongst teachers to develop an environment where decisions that affect members of the Year Level are made justly and co-operatively.

### Key Competencies

- **Leadership** – The capacity to lead self and others in relation to wellbeing
- **Communication** – Excellent skills in communicating to staff, students and parents/carers through the gathering and delivery of information
- **Development of Others** – The capacity to develop others in their professional growth
- **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

### Faith Dimension

- The Year Level Coordinator assists in the development of the College as a faith community.
- The Year Level Coordinator promotes and support the spiritual, mental, emotional and academic development of each student
- Support and help in the development of the Reflection days and Retreats
- Organising, promoting and supporting social justice initiatives

### Student Wellbeing

- Work Collaboratively with the Interdisciplinary Leader, Directors and Assistant Principals in planning and delivering the Felicitous Life program
- Monitor each student's progress and identifying and supporting those who are needing extra support
- Working in partnership with the Counsellors, Mentors and classroom teachers to support the students in the Year Level
- Monitoring and following up student absences, working closely with the Mentor teacher
- Communicating regularly with Mentors
- Communicate and inform parents to engage them in a constructive, solution-based process to address the wellbeing and academic needs of their child
- Facilitate and arrange meetings with students and parents, with the support of relevant staff as required (e.g., the VCE Coordinator, Directors) in reviewing student academic performance
- Co-ordinate Year Level assemblies with the assistance of the Year Level committee
- Coordinate and run regular Year Level committee meetings
- Co-ordinate peer buddy system for new students

### Leadership

- Promoting and assisting to build a culture of respect and co-operation amongst students, staff and parents
- Attend information evenings, Year Level Parent Evenings and relevant College Functions
- Working with staff to ensure the implementation of all policies/procedures pertaining to student wellbeing for the Year Level.
- Attend orientation sessions for new students

### Administration

- Recording all interactions (phone calls, interviews) with students and parents that require intervention
- Organising student Leadership elections
- Proof reading Year Level Mentor reports at the end of the semester
- Work with the Directors to formulate class lists for both incoming and outgoing students in the Year Level
- Work with the Directors to assign students to mentor groups and Houses
- Facilitate and organise Year Level events
- Assign lockers to students and monitor Year Level rooms and locker areas
- Develop a weekly communique to student in the Year Level

## Communication

- Develop and maintain appropriate channels of communication with parents, staff and students
- Communicating when needed with the office staff on issues relating to the pastoral needs of the students
- Write articles or organise students to write articles relating to Year Level activities for the College newsletter, Magazine/Verity/ E-News
- Write an annual report

## 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:

- 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

- Outstanding planning, organisation, communication, and interpersonal skills
- The ability to provide spiritual leadership underpinned by the Loreto values and a commitment to the work of Mary Ward
- A demonstrated commitment to the safety, wellbeing, and inclusion of all children
- The ability to laugh at oneself, reflect and commit to continual learning