



POSITION DESCRIPTION

Title:	Year Coordinator
Department:	College Staff
Location:	Burke Hall (Junior) Campus

Our Intent

Xavier College aspires to be world-class in all that we do. We strive to form exceptional graduates through inspiring learning experiences and our distinct Jesuit character. The individual is expected to align their actions and leadership with the Intent, our Graduate qualities and the Pillars in the Xavier College Strategic Plan **XC150**.

Our Position

The Year Coordinator is a significant leadership position at Xavier. It is primarily focused on the holistic care and leadership of the students in the year level, but also has important leadership responsibilities across all staff who engage with the year level as well as the parents of the students.

The Year Coordinator reports to the Director of Burke Hall through the Head of Middle Years. The Year Coordinator holds a key responsibility for the academic, pastoral and spiritual wellbeing of the students in their care. It requires a collaborative and engaging mindset, with empathetic and effective actions and communication supported by good process and documentation. Quality in personal engagement and the formation of positive relationships with students, staff and parents is essential.

The Year Coordinator will work constructively with the Head of Middle Years to ensure an aspirational, positive and relational culture is maintained across the year level. This culture is centred in the understanding of *cura personalis* – the care of the individual – and the wider values and characteristics of Jesuit education. It is driven by the desire to promote rigorous standards of educational and operational excellence, and is especially attentive to all matters of child safety.

The Year Coordinator provides an important intersection between all aspects of learning and the holistic educational programs of the College with an attentiveness to pastoral care and wellbeing. This is assisted with positive interactions with colleagues, with particular attention to the Heads of Learning Areas, the Counsellor and other members of the wellbeing team, House Coordinators and the Head of Faith and Service.

Core Duties and Responsibilities

The Year Coordinator is responsible for strong leadership in a number of key areas.

General Administration

The Year Coordinator will:

- liaise closely with fellow Year Coordinators, the Head of Middle Years and the Head of Operations in the day-to-day running of the Year Level
- hold regular meetings with Homeroom teachers and Year Level personnel
- report matters that require maintenance, especially in relation to safety on the Year Level, to the Facility Coordinator or to the Maintenance Department
- maintain a journal of events and reports
- disseminate necessary information to students, parents, staff and/or administration
- through the Campus Leadership Team, give approval for excursions, workshops, and events within the Year Level
- assist the Head of Middle Years with preparation of handbooks for their particular Year Level
- prepare and be responsible for Year Level Budget
- assist with any other matters as requested by the Director or members of the Campus Leadership Team.

Student Administration

The Year Coordinator will:

- keep a check on absentees through SEQTA and communicate with parents of students whose absences from school are giving cause for concern
- take responsibility for the particular Year Level area in cases of emergency requiring evacuation or lockdown
- oversee any activities involving all or most students at the Level (eg, films, excursions, talks by guest speakers)
- relay urgent messages from parents / family
- assist with the Year Level photos
- overall supervision and maintenance of the locker system.

Student Learning

The Year Coordinator will:

- assist the Head of Middle Years, the Head of Middle Years Learning and the Heads of Learning Area in the delivery of:
 - an appropriately challenging and rigorous program of learning
 - an effective assessment schedule for the Year Level
 - the monitoring of student engagement and performance in the learning activities
- support the models of learning and pedagogical practices of the College
- oversee the home learning schedule of students
- promote stimulating learning environments in classrooms
- celebrate the achievements of students across all fields of endeavor
- lead students in liturgies
- assist students to run student-led assemblies
- encourage classroom teachers to develop trans-disciplinary skills in learning activities
- build connection between specialist curriculum units and the core curriculum where relevant
- exercise responsibility for the Year Level calendar

- develop programs for parent education and connection relevant to the year level and its needs and activities
- monitor, with the Homeroom teacher, the academic progress of every student at the level
- check regularly with the teachers of students new to the College, especially in the early weeks of the year
- work closely with the Heads of Learning Area and attend their faculty meetings, when necessary
- assist in the determination of Year Level prizes, distinctions and awards and attend Prize Presentation Evening
- assist with proofreading final copies of semester reports
- oversee the administration of national assessment programs in conjunction with the Head of Middle Years (e.g. NAPLAN – Years 5 & 7)
- assist students to change subjects where appropriate and after close consultation with parents, homeroom teacher and subject teachers
- keep informed of students' progress by close reading of all reports sent to parents.

Student Management

The Year Coordinator will:

- maintain a presence within the Year Level
- assist in the supervision of students during recess and lunch breaks
- insist on suitable personal presentation of students at the year level, including dress and demeanor
- in consultation with the Head of Middle Years, advise the Director of Campus of any matter concerned with:
 - child safety
 - significant behavioural or wellbeing concern
 - any matter that warrants report in accord with professional responsibilities
- deal with all matters of student behavior
- contact parents of students regarding behavioural or wellbeing concerns
- supervise detention, when necessary
- assist the Head of Middle Years with investigations into serious breaches of acceptable conduct by students within and outside school hours
- monitor students placed on behavioural and/or academic “contracts”
- assist with supervision of the gates/bus stops when necessary
- attend and prepare information for the Leadership Team meetings
- conduct, collate and follow up student surveys
- organise the annual Transition Meetings and End-of-Year Review meeting
- chair pastoral meetings where progress of students is monitored.

Student Wellbeing

The Year Coordinator will:

- oversee the general wellbeing of all students in their year levels
- contact parents of students who have been involved in a bullying incident or an event involving intimidation
- work with the Head of Middle Years to help promote student and staff wellbeing and morale
- attend regular Student Wellbeing meetings
- attend meetings with parents, when required
- attend Parent Support Group meetings, when required

- monitor the wellbeing and integration of students new to the College
- be a positive influence in spiritual and liturgical programs.

Assemblies

The Year Coordinator will:

- coordinate the movement and control of students when Campus Assemblies take place
- organise and participate in weekly / fortnightly (or as deemed appropriate) Year Level Assemblies throughout the year.

Camps / Outdoor Activities

The Year Coordinator will:

- in conjunction with the Head of Expeditions:
 - assume collective responsibility for the organisation and operation of the year level camps
 - take responsibility for activities organised for the year level
 - ensure that medical and contact information is provided in an accurate and timely manner
 - support the experience through effective leadership that builds student and staff capacity and promotes the learning intentions in the experience.

Medical

The Year Coordinator will:

- monitor the overall health and wellbeing of the year level and each student
- be especially attentive to the care of students with identified significant health conditions
- refer cases of illness or injury to the Health Centre and check on the condition of those students
- in conjunction with the Health Centre nurses, contact parents of students sent home.

Our Xavier Leadership Traits

As a significant leader at the College, the Year Coordinator should consistently display effective leadership traits. At Xavier, we identify the value and importance of:

- competence, conscience, compassion and commitment
- those we serve
- respectful, divergent thinking
- ideas and innovation
- leading high standards
- collaboration and collegiality
- openness, trust and ownership
- process, solutions and outcomes
- stewardship and sustainability
- the pursuit of the possible

Our Attitudes and Habits as Educators at Xavier

In alignment with the Ignatian profile of an educator in a Jesuit school, Xavier College has identified complimentary attitudes and habits that are essential attributes for all educators at Xavier. The College recognises the power and critical need for individuality and diverse gifts among its members, as well as the similar requirement for an alignment in attitude and habit that are necessary for effective teamwork and alignment.

As a significant leader at the College, these attitudes and habits should be:

- consistently demonstrated and modelled in all areas of endeavour
- used to positively inform the consistent practice and standards of all educators at the College.

An educator at Xavier College:

- clearly models the Xavier ASPIRE Graduate qualities through teaching and personal actions
- demonstrably values competence and skill in the art of teaching or area of service/work, performing at or beyond a 'highly accomplished' level (or equivalent) in the national teaching and leadership standards
- demonstrates active reflection in personal practice by engaging in and being responsive to professional feedback and conversations that are performance and growth oriented
- values all aspects of the role equally, seeking to meaningfully attend to tasks through competent commitment that attests to quality outcomes and performance
- conducts themselves with a clear intent to model and uphold Gospel values and Ignatius' understanding of generosity
- values solving problems more than identifying them, and the collaborative and creative generation of thoughtful ideas, thereby positively contributing to all areas of College life
- seeks alignment and collaboration in professional activities, through respectful and empathic conversation and the desire to act for and with others
- is honest, trustworthy and companionable, acting with integrity in supporting others and treating all with respect
- works to identify and develop the inner potential, capacity and self-worth of every student and colleague
- understands and fosters the strategic vision of the College, as well as the holistic view of education in a Jesuit school.

Selection Criteria

- A commitment to educating children in Catholic Faith and Identity in a Jesuit school
- Proven track record of leadership at a middle or senior level in the area of teaching and learning and/or the pastoral care of students
- Knowledge of current educational trends, especially in relation to the contemporary teaching and learning of boys and the Victorian Curriculum
- Well-developed communication and interpersonal skills
- Demonstrated ability to act with and foster collaboration and effective teamwork
- Knowledge of the needs of transitioning students
- Demonstrated positive approach to change and to strategic planning and implementation
- Demonstrated generous commitment to the holistic education of children
- Demonstrated knowledge of, adherence to and leadership for child safety, the Child Safe Standards and an exceptional culture of child safety
- Proven capacity to lead staff and a willingness to continually develop in this area
- Well-developed people management skills coupled with strong communication and interpersonal skills, especially for the benefit of students, staff and parents
- Ability to work in a dynamic environment that requires self-direction, team-orientation and the ability to effectively handle pressure in a manner consistent with Ignatian values
- Ability to develop, cultivate and maintain professional relationships with staff and in the wider school community
- An excellent classroom practitioner

Compliance Requirements

- Victorian Institute of Teaching (VIT) Profession Code of Conduct
- Australian Childhood Foundation “Safeguarding Children” online module
- DET Mandatory Reporting and Other Obligations Training (annual update)
- Province Code of Conduct and acceptance of the Code (on appointment)
- Disability Standards for Education (DSE) online modules
- First Aid accreditation including CPR, Anaphylaxis, Asthma Management
- Accreditation to Teach in a Catholic School is desirable

Other Duties

The nature of the position is such that a Year Coordinator is expected to be a positive participator and contributor to the total life of the College. They will be required to be available outside normal school hours and be available to attend College events as might be relevant, such as evening and weekend campus events and meetings and presentations. They may also be asked to undertake other leadership responsibilities as directed by the Principal.