

Year Level Coordinator (Years 7-9)

Mentone Campus

St Bede's College is a Catholic school in the Lasallian spirit and tradition. The College is a faith community committed to social justice, especially to those who are *"the lost, the least and the last"*. Our motto is *Per Vias Rectas* (By Right Paths).

This role description is written in light of the Mission and Vision Statements of the College. Our Community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage while looking with imagination to the future. The College seeks to assist young men to take their place in society, alive with the wisdom of the gospel.

Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected of all employed in a Catholic school that they:

- Accept the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values.
- Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church Community, in whose name they act.
- Comply with the accreditation policy of the CECV to teach in a Catholic school.

Furthermore, it is expected of all employed at St Bede's College that they accept and support the ethos of the *Lasallian Order* and activities directed at the broader aims of the College.

St Bede's College is a Child Safe School

St Bede's College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young men and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

Overview

The Year Level Coordinator (Years 7-9) is primarily responsible, through the Middle Years Coordinator, to the Deputy Principal Students and to the Principal for the overall wellbeing of students and the administration of students in the relevant Year Level. The Year Level Coordinator supports the Homeroom Teachers and all other staff involved with the students as well as working closely students and their families.

Attributes and Competencies

The Year Level Coordinator is expected to exhibit the following qualities and competencies:

- A lively and practical support to the Catholic nature of the College.
- A firm belief in and commitment to the Mission and Vision of the College and an ability to articulate and promote these.
- A clear focus on teaching and learning and the wellbeing of students.
- Displays a high level of commitment to student welfare extending beyond the classroom.
- Models excellent teaching and learning.
- Displays a high level of administrative and organisational ability.
- Displays loyalty to the Leadership of the College and understands the nature of confidentiality as required.
- Exhibits ongoing professional growth on a personal level and for the benefit of the College community including participation in different Lasallian Professional Learning activities that the College offers.
- Develops cooperative working relationships with staff in the overall administration and operation of the Year Level.
- Demonstrates a high level of ability to articulate educational issues and perspectives in communication with colleagues and others, and particularly in public forums.
- Demonstrates an understanding of key priorities of the legal requirements surrounding Child Safety.

Specific Duties

- 1) Promote, support and implement the College Child Safety policies and protocols.
- 2) Promote the College Guiding Principles and to promote, support and implement College policies.
- 3) Assist the Deputy Principal Students and Middle Years Coordinator in the selection and placement of new students.
- 4) Attend and prepare for scheduled meetings with the Middle Years Coordinator and with the Homeroom Teachers.
- 5) Engage in effective communication with key staff in Learning Diversity, and Student Counselling to support an individual student's needs.
- 6) Develop strategies aimed at improving student learning outcomes.
- 7) Facilitate the appointment of Class Captains.
- 8) Ensure expenditure falls within the annual Budget allowance.
- 9) Maintain student files on Simon, including incident reports, commendations, attendance records, academic progress, contracts and summaries of contact with parents.

- 10) Respond to reports of student involvement in serious incidents in accordance with the College's Behaviour Management Policy and communicate progress of any investigation or action to the Middle Years Coordinator.
- 11) Establish contact with parents regarding incidents, achievements or information relevant to their son's progress.
- 12) Establish and use effective methods of communication to ensure College information is distributed to students and families.
- 13) Create a schedule for Year Level activities and organise Year Level Assemblies.
- 14) Support Outdoor Education staff in the organisation of Year Level camps.
- 15) Attend all out of hours College events pertaining to the relevant Year Level.
- 16) Assist in the organisation and management of College Open Day(s) and Orientation Day(s).
- 17) Provide regular reports to the College community on matters relating to the Year Level, including regular updates to the relevant websites and articles in the College Yearbook, as required.
- 18) A formative appraisal will occur at least once during the appointment period.
- 19) Undertake other relevant duties as directed by the Deputy Principal Students or the Principal.

The **Year Level Coordinator (Years 7 – 9) Mentone Campus** reports on a day-to-day basis to the **Middle Years Coordinator** and ultimately to the **Deputy Principal Students**.

This is a three-year Position of Leadership appointment (2025-2027).

This is a POL 3.0 with a time release of 16 (60 minute) periods per cycle, inclusive of 3 periods of Homeroom face-to-face allocation.