

Position Description

Year Level Coordinator

REPORTS TO:	Head of Campus – Middle & Senior
KEY RELATIONSHIPS:	Head of College and other Senior Leadership Team (SLT) members, teaching staff
TENURE:	3 Years

OVERVIEW

YLC has responsibility for one of the School year levels. Each Coordinator will have responsibility for the pastoral care of the students in that year level. They will also coordinate the events for that year level and will work alongside the other Year Level Coordinators in the College as part of the Pastoral Care and Welfare team, thus reflecting our horizontal and vertical pastoral care. Time allocation and remuneration will be determined using the PAR agreement as a guide.

THE ROLE

General Responsibilities

- Enhance the quality of pastoral care given to students in their year level.
- Provide administrative assistance in matters affecting the year level.

Pastoral Care

Student Welfare

- To monitor the general well-being of students in the year level.
- To monitor individual student welfare and progress in all aspects – academic, behavioural and pastoral.
- Assume responsibility for the welfare of students; follow up incidents; maintain detailed records; meeting with parents.
- Be sensitive to the situations which require a more specific referral to other administration personnel, Counsellor or Chaplains and consulting with the PC team.
- To be involved in the induction of new students in conjunction with the DHOC.
- Work collaboratively with other PC staff to ensure a smooth transition from one Year level to another.

Student Behaviour

- Be instrumental in setting the tone of what is expected of students both in and out of class.
- Assist teachers with relation to concerns affecting their class.
- Oversee the consistent and fair management of students.
- Oversee the behaviour of students and take appropriate action consistent with the “Honouring Relationships” Relational Development Policy.

Academic Progress of Students

- Monitor the academic progress of students in the year level.
- Oversee the academic assessment planner/Year Level EDMODO page.

- Initiate action to assist students with academic needs.
- Organise programs in conjunction with year level pastoral care teachers and subject teachers to foster good study habits.
- Assist with subject selection and SET Planning.
- Read student reports to obtain an awareness of student performance.
- Being aware and offering support to the “at risk” students, initiating conferencing and discussing strategies with students, teachers and parents.

Pastoral Care

- Plan and implement the pastoral care program in consultation with PC teachers.
- Provide opportunities for participation, success and growth of students.
- Foster the emerging leadership skills of students through mentoring and the provision of opportunity.
- Organise student elections for leadership positions (as appropriate).
- Meet with student leaders regularly and provide opportunities for students to develop leadership and team-building skills.

Support the teachers who have the direct pastoral care role

- Encourage and advise in matters pertaining to each teacher's particular group of students.
- Organise and conduct meetings of pastoral care teachers (once a cycle) and/or subject teachers on matters affecting the house.
- Care for the individual pastoral care teachers.

Specific Duties - Administration

- Initiate and have oversight of the planning of programs to meet the special needs of students in the house, e.g. orientation, leadership development (all year levels).
- To ensure a smooth transition into the school year by presenting the cohort with clear guidelines which reflect both the College ethos and the expectations associated with the year level's increasing maturity and leadership responsibilities.
- Organise, conduct and attend Year group Parent Information evenings, including those related to curriculum and subject selection.
- Assist other administration personnel with the dissemination and collection of information, e.g. course selection process - return of forms.
- Take responsibility for a specific year level to assist in age-specific issues when the need arises.
- Be responsible for the overall planning and management of Year level camps, excursions, activities where appropriate.
- To assist in the conduct of school ceremonies and assemblies, information evenings are required.
- Develop and monitor Year level spirit.
- Assist the coordinators and organisers of activities that affect the house. Initiate the activities when necessary, e.g. year level competitions.
- Organise and run year level (and year level where necessary) assemblies (monthly/per term). Liaise/support student leaders in facilitating year level meetings.
- Assist with the organisation and the composition of classes.
- Have oversight of the conduct, dress and grooming of the students in the particular year level at school. This includes the generation of uniform notes.
- Monitor student attendance.
- Oversee the proof reading and checking of all Year Level Reports.
- Provide support to the nomination and standards for the awards process for year level as required.
- Monitor the devotional nature of PC classes, and promote service activities.

- Submit information relevant to the Year level/House for communication in College publications in accordance with published deadlines.
- Ensure contact is made with parents when a student has been absent for more than two consecutive days.
- Ensure contact is made with parents of students with specific difficulties (eg. Lateness, absenteeism, social issues, academic progress).
- Ensure contact with any student who has been injured at school or has a serious condition.
- Other duties as assigned at the start of the academic year by the College Leadership Team.