



Nagle College

Bairnsdale

Let Your Light Shine

Position Description

Position:	Junior School Coordinator (Year 7 & 8)
Reports to:	Deputy Principal Pastoral & Deputy Principal Student Programs and Staffing
POL Level:	3
Time Allowance:	18 Periods
Position Tenure:	Three Years

Role Purpose:

The Junior School Coordinator is responsible for coordinating the holistic development, academic and pastoral, of students within years 7 and 8.

Key Responsibilities:

Education in Faith

- Support and participate in the faith life of the College including a commitment to the Mission Statement and ethos of the College.
- Assist staff and students to develop their sense of belonging as members of the school through participation in rituals and celebrations that foster the development of a relationship – with each other, with God and with the community.
- Encourage the College community to bring the Salesian charism to life and promote the Salesian values.
- Implement the Salesian pedagogy of learning through relationship and presence based on reason, religion and loving kindness.

Leading Learning and Teaching

- Support teachers to develop positive learning relationships with students as a foundation for effective classroom management practices and safe learning environments in keeping with our Whole School Approach to Positive Behaviour Support (WSAPBS).
- Encourage effective, innovative pedagogical practices that engage students as critical agents in their learning journey.
- Embed practices that skill students to become active learners with a focus on continuous improvement and life-long learning.
- Liaise with other staff, including pastoral teachers and the pastoral welfare team, regarding the academic and pastoral needs of students.
- Monitor the academic progress of students and conduct academic reviews as required.
- Coordinate Victorian Curriculum compliance administration including school reports.
- Coordinate academic resources and programs including the Study Skills program, NAPLAN, PAT Testing and On-Demand testing.

Developing Self and Others

- Support, advise and take an active interest in all students within years 7 and 8.
- Implement and promote the college's approach to student management and pastoral care, focusing on prevention and adopting a restorative approach when required.

- Support collegial learning through coaching aimed at improving teacher quality and student learning.
- Use individual student data to plan and guide learning and teaching.
- Coordinate the Year 7 and 8 Camp programs in liaison with the Camps Coordinator.

Leading Innovation and Change

- Coordinate the Year 7 transition process including but not limited to school visits, Expo visits, Orientation day and grade 6 testing.
- Establish a culture of achievement and excellence through the implementation of appropriate wellbeing and discipline strategies in keeping with the Salesian charism.
- Monitor and track student data and ensuring that other school leaders do this consistently and intervene when there is an issue.

Leading the Management of the School

- Conduct year level assemblies and grade 6 enrolment interviews as required.
- Oversee allocation of students to classes.
- Maintain a sense of joy and connectedness to College life.
- Ensure that accurate, comprehensive and up-to-date records of all matters concerning student wellbeing, academic progress and involvement in the life of the College are maintained.
- Ensure the wellbeing and student management policies, practices and procedures are clearly understood and implemented by all in the community who share responsibility for the wellbeing of students.
- Coordinate the academic program offered to the student including, but not limited to, updating curriculum handbook, subject selection, booklists and Gippsell etc.
- Be involved in the nomination of students for College awards.
- Engaging and working with the community.
- Inspire and encourage the College community to have high expectations and value excellence.
- Liaise between the family, community organisations and the student on learning progress and pastoral welfare matters.
- Foster healthy relationships between the College and wider community.
- Be a member of the coordinating team at events including Presentation Night and the Year 7 Information Evening.

Additionally:

- Other duties as assigned by the Principal.

Key Selection Criteria:

In addition to the requirements listed above the Junior School Coordinator will:

- Demonstrate a high level of understanding of the Catholic ethos of the College and the ability to transform this into practice.
- Demonstrate outstanding classroom teaching skills and the capacity to support colleagues at all year levels.
- Demonstrate a high degree of visionary, innovative pedagogy that supports active learning.
- Demonstrate a high level of written and verbal communication skills, including a capacity to develop constructive relationships with students, parents, external bodies and other staff and contribute to the management and leadership of the school.
- Work effectively as part of a team.
- Possess highly developed administrative and organisational skills and the ability to lead others by example, meeting deadlines and working within published guidelines and directives.