



# Nagle College

## Bairnsdale

*Let Your Light Shine*

### Position Description

<b>Position:</b>	<b>Middle School Coordinator (Year 9 &amp; 10)</b>
<b>Reports to:</b>	<b>Deputy Principal Pastoral &amp; Deputy Principal Student Programs and Staffing</b>
<b>POL Level:</b>	<b>3</b>
<b>Time Allowance:</b>	<b>18 Periods</b>
<b>Position Tenure:</b>	<b>Three Years</b>

#### **Role Purpose:**

The Middle School Coordinator is responsible for coordinating the holistic development, academic and pastoral, of students within years 9 and 10.

#### **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**

- Liaise with other staff, including pastoral teachers and the pastoral welfare team, regarding the academic and pastoral needs of students.
- 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.
- 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 9 and 10.
- Coordinate the Year 9 Camp program in liaison with the Camps Coordinator.

- 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.

#### **Leading Innovation and Change**

- Coordinate the academic program offered to the student including, but not limited to, updating curriculum handbook, the subject selection and Year 10 exams process, booklists and new subject proposals.
- 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 as required.
- Oversee VASS enrolments and allocation of students to classes (including year 9 electives).
- 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.
- Be involved in the nomination of students for College awards and scholarships.

#### **Additionally:**

- Other duties as assigned by the Principal.

#### **Key Selection Criteria:**

In addition to the requirements listed above the Middle 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.