



# Nagle College

## Bairnsdale

*Let Your Light Shine*

### Position Description

<b>Position:</b>	<b>Senior School Coordinator (Year 11 &amp; 12)</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 Senior School Coordinator is responsible for coordinating the holistic development, academic and pastoral, of students within years 11 and 12.

#### 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 VCE and VCAL Curriculum to ensure compliance with VCAA.
- Oversee the school reporting process.
- Coordinate academic resources and programs including Edrolo, the Study Skills program and the effective use of study rooms.
- Coordinate and organise VCE authentication panels as required.

### **Developing Self and Others**

- Support, advise and take an active interest in all students within years 11 and 12.
- 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**

- Conduct VCE results analysis with VCE teachers and support them to improve results.
- Oversee VASS enrolments and allocation of students to classes.
- 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.
- Develop practices within the school to ensure VCAA compliance.
- Coordinate the academic program offered to the student including, but not limited to, updating the Curriculum Handbook, the subject selection and exams process (Year 11 exams and VCE Trial exams), VSL, Distance Ed, booklists and new subject proposals.
- 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 Senior 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.