



Nagle College

Bairnsdale

Position Description

Position:	Student Services Co-Ordinator
Reports to:	Director of Students
Classification:	Education Support – Category B, Level 4
Employment Status:	Ongoing/ Full time

Mission

'A Faith Filled Learning Community, Striving for Excellence'

Nagle staff support the aims and objectives of our Catholic school by embracing the values and teachings of the Gospel. As a result, staff are supportive, welcoming and lead by example. Staff are passionate about their career and positively contribute to the emotional, social, academic, and environmental well-being of our College community.

Job Scope

Role Summary

The Student Services Co-Ordinator is appointed by Nagle College and is responsible to the Director of Students. Our Expectations: The Student Services Co-Ordinator is co-responsible for developing Catholic identity and educational mission and Catholic Social Teaching of Nagle College within the Mission of the Church. At Nagle College, we have two key Leadership Teams – the Executive Strategic Leadership Team which consists of the Principal team and the Middle Leadership Team which consists of the POL team. The Student Services Co-Ordinator ensures the support of the Middle Leadership Team – House Leaders. This person is key to the ensuring that the main pastoral administrative and pastoral support tasks are achieved successfully, allowing the House Leaders and the Director of Students to primarily focus on developing positive relationships with students and families. Our College is a Catholic faith-based learning community that ensures all students can be Safe, Happy and Successful. Students are reminded of this through the continuous implementation of our College's school wide expectations: Respect, Responsibility and Excellence. The role of the Student Services Co-Ordinator will ensure that the leadership of the key pastoral administration and support team ensures the success of this goal.

Team Memberships:

- Leads the Student Services Support Team
- Pastoral Team
- Report to Director of Students

Collaborates with:

- Members of the College Leadership Team
- Other Position of Leadership appointees
- Staff, students and parents/carers
- External pastoral agencies

Responsibilities

- Lead the Student Services Support Team, ensuring that daily compliance and routine, such as attendance is completed successfully
- Support the Director of Students and the House Leaders by addressing student needs such as leading a Fact-Finding Process
- Liaise with parents/carers in relation to student needs or as directed by the Pastoral Team. This will include the follow-up with students and families that have extended absences
- Identifying and sharing key pastoral data trends to assist the Pastoral Team to support cohorts and individual students to achieve success
- Provide individual support and guidance to students on personal, social and legal matters
- In conjunction with the Director of Students and House Leaders, design and implement programs and initiatives that support the Pastoral Strategic Goals for 2025-2027.
- Oversee the program of Restorative Practices to ensure a Safe, Happy and Successful culture
- Strong IT competencies including a sound working knowledge of Microsoft suite of products and data an

Commitment to Child Safety

- Be familiar with and comply with the school's child safe policy and code of conduct and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing
- Assist in the provision of a child safe environment for students.

General Duties

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures...
- Demonstrate professional and collegiate relationships with colleagues.
- Maintain strict confidentiality with all school business and personnel matters.
- Attending as required, school functions and events, as appropriate or as directed.
- Carry out all other duties as directed from time to time by the Deputy Principal Students or Principal.

Organisational Relationships

The Student Leadership Co-Ordinator has a number of key internal and external relationships.

Reports to: Director of Students

Supervises: No direct reports

Internal liaisons: Principal, Executive Strategic Leadership Team, staff, students,

External liaisons: Pastoral Agencies, parents/carers

Judgement and Decision Making

This role is expected to undertake a high proportion of tasks involving complex, specialised or professional functions.

This role will require the employee to be able to independently relate existing policy to work assignments and apply a specific body of knowledge to solve problems and use theoretical principles in modifying and adapting techniques.

Skills & Competencies

Possessing the following skills and competencies are critical to being a successful Student Service Leader Coordinator at Nagle College and therefore form the basis of our key selection criteria.

- Commitment to the ethos, values, and vision of Nagle College as a Catholic school in the Salesian Charism and Presentation Tradition
- Ability to articulate the vision of the College, inspire and lead a wide range of people to initiate programs, events, and developments
- Proven record of success developing community engagement and dealing with difficult situations
- Willingness to participate in the life of the school, including attending and supporting extracurricular activities related to the specific leadership position
- Capacity and willingness to undertake their role with flexibility
- Well-developed interpersonal skills and the ability to work collaboratively with members of the College community, other schools, and educational and multi-agency authorities
- Appropriate qualifications and experience to lead in this area
- Strong commitment to continuous improvement in personal practice
- Strong IT competencies including a sound working knowledge of Microsoft suite of products and ability to utilise a range of data sources
- Willingness to represent Nagle College in a public forum

The successful applicant will be required to undergo a National Police Record Check and Working with Children Check

Vision Statement

“I come that they may have life, and have it to the full” John 10:10

Inspired by the life of Christ, our Presentation Heritage and the Salesian Charism, Nagle College is a Catholic community that welcomes, builds strong relationships, evangelises and prepares young people for life