



JOB DESCRIPTION & EMPLOYEE SPECIFICATIONS

PAR – Year Level Coordinator

Purpose Statement:	We inspire and equip students to flourish as compassionate, highly capable people who enrich the lives of others, guided by Christian values
Culture:	The College fosters a culture that is community focussed, relational, nurturing, inclusive and gracious
Position Title:	Year Level Coordinator
Position Additional Responsibility (PAR):	Leadership Points - 8 Time Allowance – No less than 4 hours of additional non-contact time
Tenure:	3-year fixed term contract
PAR Allowance:	\$14,896 per annum
Commencement:	2024
Working Relationships:	<ul style="list-style-type: none">• Responsible to the Head of School, reporting through the Head of Students• Head of School, Head of Students, Head of Teaching and Learning, other Year Level Coordinators, Home group teachers, Learning Enrichment Coordinator Learning Area Coordinators, College Chaplain• Professional interaction with all students, staff, parents, volunteers, visitors and suppliers of Good Shepherd Lutheran College.
Direct Reports	<ul style="list-style-type: none">• Home Group Teachers
Committee Membership:	<ul style="list-style-type: none">• Wellbeing Team• Chair year level team meetings
Special Conditions:	<ul style="list-style-type: none">• Inherent physical requirements of adequate strength, mobility, vision and hearing to perform duties

Role Description

Position Summary (summary of the position in relation to the College's goals)

The Year Level Coordinator (YLC) is a key leadership role in ensuring quality **academic and wellbeing outcomes** for students in the respective year level specifically and Years 6 to 12 more generally.

The YLC is required to fulfil the purpose of the College in **developing students** who are caring, compassionate and motivated to serve others with their strengths. They are required to be innovative and passionate, with a strong understanding of the Christian ethos of the College and ongoing commitment to understanding the psychological development and wellbeing of adolescents in order to deliver strategic and accountable wellbeing programs, informed by the College's Wellbeing program, as an integral part of the pastoral and wider Secondary School program.

The YLC leads and manages the pastoral and wellbeing activities of students and teachers, in line with the College Purpose statement, within a year level home room structure in Years 6 -12. They are responsible for the relationship and interaction of the students, staff and parents of that year level to maximise the wellbeing, learning behaviours and outcomes of students. Implicit in the role of the YLC is involvement in wider school initiatives, responsibilities, events and programs. The appointee will have a leading role in articulating the values and culture of the College and a personal presence and highly effective communication in relationships with students, staff and parents.

Extent of Authority

- Responsible for the three main dimensions of:
 - Pastoral care, student wellbeing and spiritual development
 - Social and emotional learning/ behaviour management
 - Community and connectedness
- Work autonomously to deliver an appropriate and relevant pastoral instructional program exercising discretion and judgement within specified guideline and standards in order to meet the requirements of the role
- Plan, schedule and support a wide variety of social, spiritual, and cultural activities for students in Years 6 to 12 with the purpose of develop and deepening year level/cohort spirit and developing the connectedness of the College community
- Responsible for the safety, wellbeing, and academic progress of all students in their care

Key Responsibility Areas (KRAs)

Working under the direction and guidance of, and in support of, the Head of Students 6 – 12, and collaboratively with the Learning Area Coordinators and Year Level Coordinators, the Year Level Coordinators will be responsible for the following Key Responsibility Areas and associated duties.

Excellence in Learning

Learning

- Maintain an understanding of the latest understanding of educational theory and practice including pedagogical, emotional cognitive and social elements of learning to maintain the strategic focus on flourishing student wellbeing
- Promote student agency and empowerment in leading and developing year level activities
- Collaborate in designing developmentally age appropriate programs that respond to the wellbeing needs of individual students in the year level
- Ensure that all year level activities are responsive to identified or anticipated student needs, are well planned, communicated, implemented and their effectiveness measured and evaluated.
- Ensure that all available data is used proactively and systematically to ensure that initiatives and interventions for students are strategic and effective

- Coordinate the efforts of classroom teachers, education support assistants and other staff to ensure the highest wellbeing outcomes for students
- Utilise ICT technologies to facilitate student access to resources that enhance student wellbeing

Curriculum

- Integrate key aspects of GSLC programs into year level programs
- Develop individual year level programs of study that reflect the strengths and aspirations of students
- Contribute to the development of a scope and sequence of social emotional learning and pastoral topics for students from Years 6 to 12
- Work collaboratively with the academic leadership staff to identify wellbeing matters that affect academic outcomes through the tracking and monitoring of student performance

Wellbeing

- Promote and lead a community of practice whereby flourishing student wellbeing is central to all decisions and directions
- Ensure the effective and consistent operation of all College policies and procedures
- In line with the College Purpose Statement develop a year level, and campus culture of grace, learning, personal responsibility and care for others
- Using a relational approach, maintain the highest standards of student attendance, punctuality, conduct and presentation in line with College policies and procedures
- Respond, investigate and effectively resolve issues relating to student behaviours and relationships
- Conduct all investigations in accordance with the principles of natural justice and procedural fairness
- Liaise with parents, students and staff in a timely manner on student related issues and concerns.
- Encourage and facilitate effective learning and social relationships

School Connectedness

- Develop student sense of connectedness with the school, peers and teachers
- Create an atmosphere in which all students are confident that they feel safe, valued and respected within the assigned cohort of students
- Enhance year level parent connectedness and involvement in their child's education at GSLC
- Develop, implement and coordinate strategies to assist new students transitioning into the College community (eg Buddy programs, transition programs, orientations, etc)

Ongoing Improvement & Innovation

Improvement Focus

- Ensure that improvement efforts are in line with College strategic goals, evidence based, accountable and effective

Professional Learning

- Inform staff professional development decisions to enhance staff capacity to respond to developmentally age appropriate student needs
- Promote and train staff in the use of restorative practices both proactively and reactively to enhance student wellbeing and resilience
- As a College leader, play an active role in modelling professional capacity and conduct
- Encourage teachers to take responsibility for their own wellbeing and self-development

Strengthening Lutheran Identity

Religious Identity, Culture & Ethos

- Promote opportunities for staff and students to witness and serve the community

Christian Practises

- Maintain the centrality of the Christian faith and Lutheran teachings within the year level culture

Leading Effective Organisation & Management

Identity

- Supporting the Purpose Statement of the College

Leadership

- Lead the year level pastoral teaching team to develop and implement developmentally age appropriate programs
- Support the development and implementation of relevant policies and processes to support colleagues' compliance with and understanding of existing and new legislative, administrative, organisational and professional responsibilities
- Ensure staff are informed of current and future strategic initiatives involving year level programs and student pastoral matters
- Collaborate to ensure an effective holistic approach to student social and emotional growth and development is maintained

Resources and Financial Management

- Ensure the good stewardship of all College resources
- Model exemplary ethical behaviour and exercise informed judgements in all professional dealing with students, colleagues and the community
- Within approved annual budget limits, manage the purchase and appropriate registration of assets of departmental resources

- Appropriately and effectively manage the physical, digital and financial resources of the year level staff and students

Record Keeping

- Lead, implement and manage the process for the appropriate documentation and recording of student pastoral, wellbeing, behavioural and other matters within the agreed College system.
- Ensure that accurate and precise contemporaneous notes and records are maintained of investigations, meetings, and actions
- Assist the Head of Students with the creation of class lists, including consultation with stakeholders

Community Building

Supporting Learning

- Plan, coordinate and implement year level assemblies
- Plan, coordinate and implement year level programs and activities:
 - Year 6: Transitions program (focus on connections with Junior Schools)
 - Year 7: Transitions program (focus on new external students)
 - Year 8: Leadership Development, Training and Selection
 - Year 9: Student leadership
 - Year 10: Future pathways
 - Year 11: Leadership Development, Training and Selection
 - Year 12: Student leadership and graduation
 - All: Cohort activities that enhance student wellbeing and proactively contribute to social emotional learning and promote resilience
- Collaborate with the leadership team and any specialist staff to organise, prepare for and implement cohort camping program
- Identify, initiate and build on opportunities that engage parents and care givers in both the progress of their children and in the priorities of the school
- Promote the development of a strong and positive partnership between parents/caregivers as part of the College community
- Ensure regular, proactive and effective communication with parents and caregivers

Other Duties

- Support the delivery of the pastoral, curricular and extra curricular programs in line with the College Vision, Purpose Statement and Values underpinning the delivery of a Christian based education to students in the College community. Demonstrating values and integrity that align with the college's objectives
- Comply with legislation and College policies, processes, and instructions, including those relating to child protection, non-discrimination, safety, duty of care, and privacy

- Undertake and comply with mandatory training and regulatory requirements as determined by the College
- Actively participate in all school events and activities of the College as required.
- Participate in performance reviews and assessments as required
- Take reasonable care of your own health and safety, and that of others, follow any reasonable instruction given by the College, and report and concern(s) which may give rise to danger, and/or any injury which may occur in the workplace
- Apply the principles, purposes and practices of Growing Deep, the Lutheran Education leadership and formation framework, to your role at the College
- Perform other duties and responsibilities as assigned by their Principal, Deputy Principal, Head of School, Head of Students or delegate