



# House and Student Leadership Coordinator

<b>Title</b>	House and Student Leadership Coordinator
<b>Classification</b>	Full Time (Ongoing) – Teaching
<b>Tenure</b>	3 Year Position of Leadership (2027 – 2029)
<b>POL Level</b>	POL 1
<b>Time Release</b>	7 x 70-minute periods
<b>Category</b>	Teaching Staff
<b>Key Reports</b>	Deputy Principal Student Engagement
<b>Award</b>	Catholic Education Multi-Enterprise Agreement 2022
<b>Membership</b>	Student Engagement Team

## Purpose of the Position

The House and Student Leadership Coordinator is responsible for the planning and fostering the development of the Student Leadership program of the College. This leadership position manages all aspects of Student Leadership each year including College events, meetings and activities.

The House and Student Leadership Coordinator encourages and supports strengthening House spirit, College community and leadership amongst students. The role will require the staff member to be a mentor to students, to advise student representatives and assist them in completing tasks and proposals throughout the year.

As a member of the College staff, the House and Student Leadership Coordinator will promote and uphold the Catholic values of the College and present a positive and appropriate public profile. The leadership role will actively participate in the implementation of the College vision and mission statement and be guided by the College motto of 'Live Fully Act Justly'.

## Key Contacts

- Deputy Principal Student Engagement
- Heads of School
- Year Level Leaders
- Social Justice Coordinator

## Key Roles and Responsibilities

The House and Student Leadership Coordinator will be responsible for:

- Facilitate and manage the Student Leadership Program



- Manage the process and appointments of incoming College Captains, Vice Captains, Portfolio Captains and House Captains and Year 7-12 Student Leaders
- Foster a culture amongst students and staff to promote House spirit and participation in House events
- Facilitate weekly Student Leadership meetings
- Facilitate meetings with Executive Student Leadership Team (College Captains, Vice Captain and Portfolio Captains)
- Organise duties for student leaders eg. weekly rosters for the distribution of sporting equipment, College tours etc
- Facilitate student leaders to represent the College at ANZAC Day Service
- Facilitate and develop Student Leadership Days that focus on developing the leadership skills of students
- Facilitate and oversee the organisation of Student Leadership Camp in conjunction with the Deputy Principal Student Engagement and Deputy Principal Catholic Identity and Mission
- In conjunction with the Deputy Principal Student Engagement be responsible for the involvement of student leaders in the College events
- In conjunction with the Head of Faith and Mission be responsible for the involvement of student leaders with College masses
- In conjunction with the Deputy Principal Catholic Identity and Mission and the Social Justice Team support College fundraising activities
- Develop and coordinate the House points-based competition in collaboration with the Sports Coordinator
- Liaise with the Sports Coordinator regarding Student Leader support at College Swimming and Athletics Carnival
- Assist student leaders in creating and developing proposals that will be presented to the College Leadership team
- Maintain regular updates in College newsletter and social media relating to student leadership matters
- Ensure communication is updated and monitored through Microsoft Teams
- Liaise with Deputy Principal Student Engagement regarding student leadership matters and updates
- Other duties assigned by the Principal and Deputy Principal Student Engagement

## General Qualifications

- Full VIT Registration
- Master of Education and/or Leadership, or equivalent (advantageous)
- Accreditation to Teach in a Catholic School (advantageous)
- Accreditation to Teach Religious Education and/or Lead in a Catholic School (advantageous)

## Experience, Knowledge and Skills

- A demonstrated experience in implementing and driving Student Leadership programs
- Demonstrated capacity to participate in a range of school activities
- Demonstrate organisational ability in managing events and timelines
- Knowledge of evidence-based strategies that support Student Agency



- Excellent interpersonal and communication skills to engage effectively with students, families and external stakeholders
- Strong teamwork skills, with the ability to work across leadership teams, including the College Leadership Team, Student Engagement Team, the Faith and Mission Team and Staff and Operations
- Demonstrated commitment to child safety

## Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Have a sound understanding of the eleven child-safe standards
- 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
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment.

## Key Selection Criteria

1. The capacity to provide leadership that is characterised by a commitment to the Catholic Faith and our College motto *Live Fully Act Justly*
2. A proven capacity to provide leadership that is characterised by a strong desire for continuous improvement, lateral thinking and innovation
3. A clear vision for the development of a student leadership structure in a 7-12 school
4. An ability to work collaboratively and facilitate dynamic teamwork
5. A clear vision for the development of a successful Student Leadership program
6. An understanding of effective use of educational research regarding student voice and agency
7. Proven success as an exemplary teacher



## Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the Principal may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.