



Service Learning Coordinator

Title	Service Learning Coordinator
Classification	Full Time (Ongoing) – Teaching
Tenure	3 Year Position of Leadership (2027 – 2029)
POL Level	POL 1
Time Release	7 x 70-minute periods
Category	Teaching Staff
Key Reports	Deputy Principal Catholic Identity and Mission Faith and Mission Leader
Award	Catholic Education Multi-Enterprise Agreement 2022
Membership	Catholic Identity and Mission Team

Purpose of the Position

The Service Learning Coordinator supports the Deputy Principal Catholic Identity and Mission and the Faith and Mission Leader in leading the College's service learning programs in alignment with the College Mission Statement and relevant policies and procedures. Through the coordination and development of initiatives, the role promotes opportunities for students, staff and families to live out the Gospel through meaningful service, fostering the formation of conscience, the practice of virtue, and a commitment to the common good.

Working collaboratively as a member of the Catholic Identity and Mission Team, the role provides leadership in embedding service learning within the life of the College, ensuring a clear connection between faith and action in alignment with MACS leadership priorities. This includes fostering the formation of students, staff and families as active participants in a faith-filled community committed to justice, solidarity and the common good. They will contribute to the development of service and immersion opportunities that deepen understanding of human dignity and global responsibility.

As a member of the College staff, the Service Learning Coordinator will promote and uphold the Catholic values of the College and present a positive and appropriate public profile. The Service Learning Coordinator 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

- Social Justice Coordinator
- College Events Coordinator
- Student Leadership Coordinator
- Year Level Leader
- Heads of School



Key Roles and Responsibilities

The Service Learning Coordinator will:

- model and promote a lived commitment to faith and a relationship with God through personal example and leadership
- promote and support opportunities for prayer, reflection and liturgical celebration within the life of the College
- actively participate in the sacramental and prayer life of the College
- lead and coordinate the College's service learning programs in alignment with the College's mission and values
- develop and implement meaningful service opportunities within the local and wider community
- support the development of service immersion experiences, including interstate and international opportunities
- provide structured preparation and reflection linking service experiences to Catholic Social Teaching
- establish and maintain partnerships with community organisations, charities and Catholic agencies
- liaise with external partners to facilitate service and immersion opportunities
- promote student participation and leadership in service initiatives
- support students in reflecting on service as an expression of faith in action
- collaborate with the Deputy Principal Catholic Identity Mission, Faith and Mission Leader, and the Catholic Identity and Mission Team to strengthen Catholic identity through service and outreach
- contribute to initiatives that strengthen Catholic identity across the College
- review and analyse MACSIS data to inform strategic planning, evaluate program effectiveness, and support continuous improvement initiatives
- review and evaluate programs to ensure alignment with school priorities, Catholic identity, and student learning and wellbeing outcomes
- support the implementation of the School Improvement Plan, Annual Action Plan and Annual Report to the School Community in relation to Catholic identity and mission
- work collaboratively with colleagues, parish and Catholic education networks to strengthen connections across the MACS system

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

- Demonstrate an understanding of Catholic Social Teaching and its application within service learning and social justice initiatives.
- Experience in coordinating or supporting service learning, outreach or social justice programs within a school or community setting.
- Knowledge of best practice in service learning, including the integration of preparation, action and reflection.
- Ability to design and facilitate meaningful service experiences that promote student engagement, compassion and critical reflection.
- Capacity to connect service initiatives to student formation, including the development of conscience, virtue and a commitment to the common good.
- Experience in building and maintaining partnerships with community organisations, charities and Catholic agencies.
- Strong organisational and project management skills to coordinate events, programs and immersion opportunities.
- Highly developed communication skills, with the ability to engage and support students, staff and families in service initiatives.
- Ability to support and empower student leadership in social justice and service activities.
- Capacity to work collaboratively within the Catholic Identity and Mission Team and contribute to whole-school priorities.

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 1359 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 Service Learning.
4. An ability to work collaboratively and facilitate dynamic teamwork.
5. Demonstrate an understanding of service learning principles and Catholic Social Teaching, with the ability to translate these into meaningful and engaging student experiences.
6. Proven capacity to provide effective and collaborative leadership, characterised by initiative, organisation and a commitment to fostering a culture of service and social justice.
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.