



CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

Title	Transition Coordinator
Classification	Full Time Ongoing Teaching Role
Position of Leadership	POL 1
Time Allowance	5 x 70 minute periods per 10 day cycle
Length of Appointment	3 years
Key Reports	Deputy Principal Wellbeing
Award	Catholic Education Multi Enterprise Agreement 2022
Membership	Primary Links Team

Purpose of the Position

The Transition Coordinator is responsible for creating and implementing a transition program to assist incoming student transition into our college from years 7-10. The Transition Coordinator will work closely with feeder primary schools and the College Primary Links Team to assist the incoming Year 7 students and their families.

The Transition Coordinator will also be working closely with the Deputy Principal Wellbeing and College Registrar regarding enrolment processes, as well as assisting the Director of Student Pathways in the transition of Year 10 students.

The Transition Coordinator will actively participate in the implementation of the College mission and vision statement and be guided by the College motto of *Live Fully Act Justly*.

Portfolio Responsibilities

1. Forge strong partnerships with feeder primary schools and their staff to ensure Catholic Regional College Caroline Springs is a genuine option for Catholic secondary education
2. Attend primary school visits to gather data on prospective Year 7 students
3. Co-ordinate College tours for primary school transition coordinators and leaders
4. Support the facilitation of Year 7 Transition, including the organisation of Year 7 Community Day, Year 7 Orientation Day, Year 7 Welcome Days and Year 7 Parent Information Night
5. To support the Deputy Principal Wellbeing and College Registrar in overseeing the enrolment process of new students and assist in transition of students from Years 7-10
6. Assist with College tours
7. Liaise with the Director of Student Wellbeing and Year Level Leaders regarding new students enrolling at Years 7-10
8. Liaise with the Learning Diversity Leader and Learning Area Leader of EAL to ensure a smooth transition for EAL students and those with any additional needs

9. Liaise with Marketing Department and Leadership to collaborate about new ways to promote the College
10. Liaise with Director of Data Analytics and Digital Innovation to arrange MacBook Orientation for new students Years 7-10
11. Support the Director of Student of Wellbeing and Year Level Leaders in overseeing the use of the software Class Solver when creating class lists
12. Liaise with College Registrar, Deputy Principal Wellbeing and Principal when overseeing Grade 5 enrolments each year
13. Liaise with relevant staff to support the transition of Year 10 students to Catholic Regional College Sydenham
14. Any other duties as directed by the Principal and Deputy Principal Wellbeing

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
- 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. An understanding and full support of the Catholic Regional College Caroline Springs Vision and Mission Statement and the values that underpin it
2. The capacity to provide leadership that is characterised by a commitment to the Catholic Faith and our College motto *Live Fully Act Justly*
3. A clear vision for the development of a successful transition program
4. Excellent leadership, organisational and administrative skills
5. Highly developed interpersonal and communication skills
6. An ability to work collaboratively and facilitate dynamic teamwork
7. An understanding of effective use of educational research regarding the transition from primary to secondary education
8. Proven success as an exemplary teacher
9. Appropriate qualifications and educational experience.

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 College may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.

Application Procedure: Prospective candidates are asked to submit their application via our employment portal (crccsvic.bamboohr.com/careers).

Applicants will be required to submit a cover letter addressing the key selection criteria (maximum 4 x A4 pages) along with an up-to-date resume.

Applications should be addressed to the College Principal Mr Jamie Madigan

Applications close: 9am Monday 21st August