



# CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

<b>Title</b>	Year Level Leader
<b>Classification</b>	Full Time
<b>Position of Leadership</b>	POL 2
<b>Time Allowance</b>	10 x 70 minute periods per 10 day cycle
<b>Length of Appointment</b>	3 years
<b>Key Reports</b>	Deputy Principal Wellbeing and Director of Student Wellbeing
<b>Award</b>	Catholic Education Multi Enterprise Agreement 2022
<b>Membership</b>	Wellbeing Leadership Team Students in Focus Team (SIFT) Primary Links Team (Yr 7) Child Safety Team (where applicable)

## Purpose of the Position

The Year Level Leader is responsible to the Deputy Principal Wellbeing and Director of Student Wellbeing for the duties outlined below in accordance with Catholic Regional College Caroline Springs policies and procedures. The role of the Year Level Leader is consistent with the College Mission Statement and to provide leadership in the personal development, pastoral care and behaviour management of students at a particular year level.

The Year Level Leader is an integral part of the Wellbeing Leadership Team at the College and will lead a team of Homeroom teachers and will work collaboratively with the other Year Level Leader at their assigned year level. There will be two Year Level Leaders at each year level (7-10). It is expected that both Year Level leaders work effectively as a team, supporting each other to meet the needs of the College community.

Year Level Leaders provide proactive, high-quality leadership and play a key role in implementing the College's vision, mission and strategic plan. The Year Level Leader will be expected to have sound knowledge of all the students in their cohort in order to respond and support students.

The Year Level Leader will have an important relationship with the Learning Diversity Leader and their team, as well as the College Counselling Team.

The Year Level Leader 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. Be responsible for the wellbeing of all students in the year level, by fostering and facilitating student wellbeing strategies that promote the social, emotional, academic and moral development of students
2. Promote an approach to wellbeing practices that focuses on acknowledging positive behaviours
3. Develop, support and facilitate the Student Development Days at the year level with the Director of Student Wellbeing and Deputy Principal Wellbeing

4. Adhere and role model restorative practices and approaches when working through wellbeing issues with staff and students
5. With the support of the Deputy Principal Wellbeing and the Director of Student Wellbeing, oversee the monitoring of standards of safety, conduct, behaviour, uniform, punctuality and attendance
6. Maintain appropriate data and documentation on each student pertaining to any wellbeing matter eg. uniform, attendance, communication with parents, lateness, pastoral and behavioural concerns
7. Foster positive relationships with families by conducting parent meetings and phone calls regarding student wellbeing issues
8. Ensure appropriate and relevant information is communicated to Homeroom and subject teachers regarding the needs and concerns of particular students
9. Mandatory report to Child Protection and referrals to the Orange Door with the support of the Director of Student Wellbeing and Deputy Principal of Wellbeing
10. Lead an effective and efficient response to student behaviour management at the year level and liaise with and provide support to Homeroom and subject teachers to the management of student wellbeing
11. Monitor student progress utilising data from SEQTA and lead targeted interventions for students of concern
12. Assist the Transition Co-ordinator with the induction of new students entering the year level
13. Attend fortnightly SIFT (Student in Focus Team) meetings to collaborate with Deputy Principal Wellbeing, Director of Student Wellbeing, Learning Diversity, the College Counselling Team and the Community Liaison Officer to discuss student wellbeing concerns
14. In conjunction with Deputy Principal Wellbeing and Director of Student Wellbeing implement and monitor student programs, counselling referrals and liaise with external agencies
15. Collaborate with Deputy Principal Wellbeing and the Director of Student Wellbeing regarding students on Weekly Conduct Cards, Student Management Plans and Provisional Enrolments
16. Lead year level assemblies, communal homerooms, weekly year level meetings, parent information evenings and masses
17. Facilitate lunchtime and after-school Recalls
18. Facilitate and assist with particular events relevant to each year level eg. Year 7 Orientation and Welcome Days, Year 10 Formal, Year 8 Social
19. Support the Sports and Camps Coordinator with providing group allocation for students and following up consent of Operoo forms
20. Assist the Director of Student Wellbeing with the allocation of lockers at each year level

## 21. Other duties as required by the Principal or 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
- Collaborate with external agencies, with the support of the Director of Student Wellbeing and Deputy Principal Wellbeing to support child safety, student wellbeing and learning

### 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 commitment to Child Safety and the wellbeing of young people and a strong knowledge and understanding of Child Safety legislation and responsibilities
4. A proven capacity to provide leadership that is characterised by a strong desire for continuous improvement, lateral thinking and innovation
5. Planning for and implementing effective wellbeing strategies and student management processes
6. Highly developed interpersonal and communication skills
7. An ability to work collaboratively and facilitate dynamic teamwork
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](http://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 21<sup>st</sup> August