



Title	Year Level Coordinator
Position of Leadership	3
Time Allowance	14 periods per cycle
Commencement	January 2025
Length of Tenure	3 years

*De La Salle College is actively committed to fostering a community of safeguarding that recognises and upholds the dignity and rights of all children.*

*De La Salle College is an equal opportunity employer.*

*“Be warm-hearted to everyone, speaking to others in a gentle and respectful way.”  
St John Baptist de La Salle - (Letter 105—to a member of a religious community)*

The Year Level Coordinator reports to the Director of Students (Middle School) for the duties outlined below in accordance with College policies and procedures. The position works within the spirit of the Lasallian ethos, as outlined in the De La Salle College Mission, Vision and Values statements.

The Year Level Coordinator at De La Salle College is responsible for ensuring that the Lasallian Charism and Catholic Values are developed and nurtured within the College community. This includes supporting the goals of the College Mission, Vision and Values, through modelling of personal growth and development and a style of leadership which is based on service.

The Year Level Coordinator will work closely with other members of the College Ministry Team and the Assistant Principal – Identity and Mission to ensure that the various dimensions of the College’s Faith life are accorded their due prominence.

The Year Level Coordinator is a position of leadership within the College. The tone in the year level is the primary task of the Year Level Coordinator, in particular the setting and promoting of standards of respect, politeness, gratitude, study atmosphere, attendance, punctuality, dress and co-operation. The Year Level Coordinator must have a sound knowledge of, and commitment to, the values of Catholic Education and particularly the ethos of De La Salle College as outlined in the College’s Mission Statement, Vision and Values.

The Year Level Coordinator will be required to have broad organisational awareness and a holistic understanding of College operations, to ensure set standards operate across all year levels with consistency.

The Year Level Coordinator is responsible for Class Mentors in their year level and Students in the year level.

## **STUDENT WELLBEING**

Year Level Coordinators are the leaders of the Wellbeing Team for their year level. They should know students well, make their genuine concern for them apparent and strive to create an environment where learning is fostered.

More specifically, the Year Level Coordinator will:

- Liaise with the Class Mentors in their year level, Director of Students (Middle Years) and / or Assistant Principal - Students and Student Psychologists to manage the pastoral care and personal counselling programs of all students in their year level, referring and maintaining communication with specialist staff when necessary;
- Ensure, where appropriate, that teaching staff are informed of any issues affecting students in their year level;
- Be aware of the social, emotional, physical, academic and spiritual development of students in the year level, including the orientation of new students;
- Assist early detection of "students at risk" and initiate meetings with students and / or staff and / or parents to provide appropriate strategies;
- In conjunction with the Director of Students (Middle Years) and Director of Learning & Development – Student Progression, monitor students’ academic progress and design and implement appropriate intervention strategies;

- To work with Class Mentors in developing College and Year Level activities which foster and build positive year level culture and foster a sense of connectedness to the year level and the College;
- Support the development of each student's potential in a safe, encouraging and caring learning environment;
- To ensure students' individual needs are communicated and monitored by the Class Mentors and subject teachers;
- To monitor and coordinate year level activities and to support other cocurricular activities involving their year level members such as excursions, retreats, camps, etc;
- To work with the Assistant Principal - Students and Director of Students to implement appropriate arrangements for the College's Wellbeing program;
- To act as convenor for the year level's GROW curriculum and support the allocated teachers in the delivery of the GROW program;
- To provide leadership for staff, promoting their involvement in classroom management/wellbeing issues and challenging and monitoring staff in their professional responsibilities with students;
- To advise on and assist with the Transition, Subject Selection, Attendance and Promotion policies and procedures of the College where appropriate;
- To support the Director of Students (Middle Years) in the formal Transition Program
- Be available to discuss matters concerning particular students with parents and Class Mentors;
- Attend Program Support Group Meetings (PSGs) as required;
- Withdraw students from class for the purpose of counselling or interview as required;
- To be responsible for the implementation, monitoring and evaluation of individual Case Management programs and liaising with external agencies when appropriate.

## STUDENT MANAGEMENT

Whilst recognising that discipline in class is primarily the responsibility of the class teacher, the Year Level Coordinator assists in the setting and maintaining of the standard of behaviour, dress and appearance of all students at the year level.

More specifically the Year Level Coordinator will:

- Chair Student Support Meetings for their year level, attended by the Assistant Principal - Students, Director of Students (Middle Years), Student Psychologists and the Education Support Coordinator, and oversee the follow-up of agreed actions;
- Assist Class Mentors and classroom teachers with the monitoring of students' absence and punctuality;
- Deal with students who seriously and/or continually break the rules and who fail to respond to reasonable methods implemented by the classroom teacher;
- Ensure that all members of the year level are familiar with, and reference, the De La Salle College Student Behaviour Policy;
- Be an integral link in the behaviour management process, as shown below:
  - (Subject Teacher / Class Mentors / Year Level Coordinator / Director of Students (Middle Years) / Assistant Principal - Students / Principal);
- Communicate with the parents/guardians/carers of a student whom teachers feel has gone beyond the normal counselling by the Class Mentors in liaison with the Student Psychologists, Director of Students (Middle Years), Assistant Principal – Students and/or Principal;
- Ensure that parents/guardians/carers are properly notified of the issue of a Saturday or after school detention. Where necessary follow up absences from detention;
- Supervise Friday and Saturday detentions on a rostered basis.

## COMMUNICATION

- To communicate information to staff which is pertinent to the student's social, emotional, physical, spiritual and academic wellbeing;
- To be an active member of the College's Wellbeing Team to discuss issues, develop and evaluate policy regarding student wellbeing;
- To meet regularly with the Year Level Class Mentors and Year Level Support Staff;
- To conduct regular year level meetings/assemblies that promotes student engagement and achievement;
- To contact or arrange interviews with parents/guardians/carers and teachers and drawing up Student Management Plans where it is deemed necessary;
- To prepare Agendas and record Minutes for all meetings associated with the role with copies to the Assistant Principal - Students and Director of Students (Middle Years);
- Ensure that parents are officially notified of activities involving their son's year level or specifically at their year level, in consultation with the Assistant Principal - Students and Director of Students.

## ADMINISTRATION

The Year Level Coordinators will be responsible for the general organisation and administration of his/her year level and the coordination of activities pertaining to that year level.

More specifically, the Year Level Coordinators will:

- Be responsible for organising and conducting regular Year Level Assemblies to communicate information, set tone in the year level and celebrate the talents, achievements and efforts of students. It is important that these are done in conjunction with the Director of Students (Middle Years), Assistant Principal - Students, Assistant Principal - Learning & Teaching and the Principal when appropriate. It is understood that each year level may do this differently;
- Be open to assist the needs of teachers of students within the year level and to keep staff informed of pertinent decisions affecting the year level;
- Be consulted about any activity that involves the year level , e.g. camps, excursions, and other such activities involving any student within the year level in liaison with the Director of Students (Middle Years), Assistant Principal - Students and Assistant Principal – Learning & Teaching;
- Attend meetings of the Wellbeing Team;
- Prepare Class Mentor groupings for the following year;
- Assist with the subject selection process;
- Assist the College Executive in the organisation of Parent Information sessions;
- Assist with the interviewing process of new students to the College;
- Maintain records particular to students in the year level ;
- Liaise with the Education Support team on student profiles and progress;
- Meet regularly with their Year Level Leaders;
- Develop a team approach within the year level, including the running of Class Mentors Meetings;
- Develop engaging and appropriate activities for year level members, that caters for all students' needs, including sport, academic, theatrical, musical and artistic pursuits;
- To work collaboratively with students to promote appropriate year level charities and Social Justice initiatives;
- To maintain all student files and records, including late and absence data in accordance with College policies;
- To assist with student entry and exit arrangements in cooperation with the Director of Students (Middle Years);
- To ensure all students have access to success and assist them in becoming confident and creative individuals and active and informed citizens (Melbourne Declaration on Educational Goals for Young Australians, Dec 2008).

## ADMINISTRATION SPECIFIC TO THE YEAR LEVEL

**Year 7 Coordinator is responsible for:**

- Organising, in collaboration with the Director of Students (Middle Years), the transition process including the Primary School transition visits, the collection of relevant information from primary teachers, placement of students in mentor groups and Orientation Day for the Year 6 students attending De La Salle College the following year;
- Liaising with the Registrar on new enrolments;
- Organising, in collaboration with the Director of Students (Middle Years), the annual Camp and/or Activities Week;

## ANNUAL REPORT

Year Level Coordinators are to present an annual report to the Assistant Principal - Students.

## CHILD SAFETY

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

Staff must adhere to the following:

- A thorough understanding of the College's Child Safety and Wellbeing Policies and the Child Safety Code of Conduct, and any other policies or procedures relating to child safety and wellbeing;
- Assist in the provision of a child-safe environment for students;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the CEMEA 2022 Clause 13 – Managing Employment Concerns.

## OCCUPATIONAL HEALTH AND SAFETY

There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to. As a leader in the College, this position has particular responsibility to ensure the health and safety performance of the team.

This responsibility extends to:

- Maintaining the workplace in a safe condition and reporting any identified hazards;
- Actively promoting and implementing agreed Occupational Health and Safety procedures;
- Identifying Occupational Health and Safety training needs of both individual staff and the department as a whole;
- Ensuring that staff working in the department are aware of their own responsibilities under Occupational Health and Safety requirements.

Staff in the department are to be advised that they are to:

- Take reasonable care of their own safety and health and safety of others affected by their acts or omissions;
- Report hazards, accidents or incidents (near misses) in accordance with agreed College procedures;
- Follow established safe working procedures, instructions and rules;
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act;
- Not wilfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others;
- Not wilfully place at risk the health and safety of any other person in the workforce.

The complete Occupation Health and Safety College Policy may be viewed through accessing the College Policies on OLLIE.

## THE POSITION

The position is for a three year period – 2025-2027, This is a POL 3 position and is allocated 14 periods per cycle.

This Position Description may be subject to change during the term of your appointment as part of a normal process of ongoing evaluation of the College's operations.

All employees at De La Salle College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004, the Equal Opportunity Act and CECV Commitment Statement to Child Safety.

## OTHER

Perform any other duties as requested by the Principal and/or any other applicable member of Executive.

The position is employed in accordance with the terms and conditions of the Catholic Education Multi Enterprise Agreement 2022.

This Role Description may be subject to change during the term of your appointment as part of a normal process of ongoing evaluation of the College's operations.

The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications.

All employees at De La Salle College are to follow College policies and procedures.

## CRITERIA

The successful applicant will be able to demonstrate:

1. A deep commitment to Catholic and Lasallian ethos and educational values in male educational environment;
2. A commitment to the College's Child Safety and Wellbeing Policy upholding the school's statement of commitment to child safety at all times;
3. Demonstrated competence in the use of ICT in an educational setting;
4. Excellent organisational, communication and collaborative skills;
5. Proven success as a teacher with a commitment to personal professional development
6. Knowledge and understanding of contemporary trends and research into educational outcomes;
7. Knowledge and understanding of student engagement data and impact on student achievement and wellbeing;
8. Familiarity with Catholic Education Melbourne Horizons of Hope educational framework, the Wellbeing Foundation Statement and the eXcel: Wellbeing for Learning in Catholic Schools documentation;

9. Excellent leadership, management and administrative skills to facilitate innovation and sustain continuous improvement;
10. A vision for the role;

### **EXPERIENCE AND QUALIFICATIONS**

It is preferred that the successful applicant will have the following experience and qualifications:

1. Relevant tertiary qualifications in education including a Master's Degree (preferable);
2. Experience in relevant educational leadership.
3. Current VIT Registration.