

Year Level Coordinator

Level Coordinators are leaders of a team of Homeroom teachers with special responsibility for the pastoral care, welfare and contentment of students at that level. Their primary role is for the wellbeing of students where they work proactively and collaboratively with teachers to develop, maintain and encourage a caring and orderly learning environment for all students.

The Year Level Coordinator has an important communication and advisory role within the College. They may have access to official records, and other available information relating to the welfare of students at their level. The role of the Year Level Coordinator is to:

- a) provide leadership to staff, giving direction as required
- b) have an understanding of and commitment to the following:
 - CEM 'Contemporary Learning Schema'
 - CEM 'Horizons of Hope Framework'
 - School Improvement Framework – Five Spheres of Schooling
- c) develop a team of professionals, committed to improving learning opportunities and promoting student leadership
- d) have a good working knowledge of the College's Child Protection and Safety Policy and Child Protection Program, ensuring it is being implemented effectively and communicated to students, parents, staff and volunteers
- e) be the first point of contact for staff, or other members of the College community, raising child protection concerns within the College
- f) act as a conduit for information relating to all students in their level by discussing issues of concern and arrange Parent/Guardian meetings as required
- g) support and enact the College Achievement and Promotion Policy eg. conducting interviews regarding attendance, promotion, behavioural concerns, general academic concerns and students at risk, regardless of the learning program students undertake
- h) oversee the monitoring and appropriate follow up for:
 - correct wearing of the College uniform
 - lateness and absenteeism of students
 - daily movement of students
- i) ensure the Recognition and Correction Procedure (RCP) is administered effectively
- j) induct new students, at their Year Level, into the College
- k) keep staff informed of important matters affecting their Year Level
- l) support and enhance the Performance and Development Culture of the College eg. encourage professional learning of the Team, convene Professional Learning Modules
- m) develop, implement and evaluate policy as it relates to their area of responsibility
- n) liaise with the Learning Support Team and Learning and teaching Team on data, assessment and reporting
- o) organise and lead Year Level Parent Information Nights
- p) organise and conduct year level assemblies for students on a regular basis and support whole school assemblies
- q) organise excursions and activities if these are on a homeroom or Year Level basis
- r) provide Homeroom teams with reasonable assistance to help with the smooth running of their year level
- s) ensure that each Homeroom takes responsibility for the general tidiness of their rooms and allocated yard area
- t) in consultation with homeroom teachers and Directors of Student Wellbeing, develop Homeroom groups for the following year
- u) compile and oversee the annual budget assigned, ensuring it keeps within budgetary constraints

The Year Level Coordinators is a member of the Student Wellbeing Team.

This Position of Leadership will undertake formal reviews throughout the tenure of the role.

The above role will be in partnership and could be POL 2 or POL 3 status depending upon experience, qualifications and demonstrated ability. Consideration to the POL status will be given in response to the applicant's demonstrated excellence in leadership and proposed initiatives for the particular year level.

This role description will be developed further to utilise the individual strengths and initiatives of the person appointed to the position in negotiation with the Principal.