



POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.

Year Coordinator

Position Level	ACT Coordinator 1.0
Salary (Full-time)	\$126, 542 (based on skills and experience)
Reports To	Assistant Principal Student Wellbeing
Location	St Francis Xavier College – Florey, ACT
Employment Type	Full-Time
Employment Status	Permanent
Employment Term	N/A
Hours Per Fortnight	76

Who Are We?

Catholic Education, Canberra & Goulburn (CE) plays an integral role in education both in the ACT and NSW, covering 88,000 square kilometres covering the whole of the ACT and extending from Pambula on the south coast, to Crookwell in the North, through to the western point of Lake Cargelligo. Operating 56 Schools and 8 Early Learning Centres, CE is key to the education of over 21,000 students within the Diocese and employing over 2,100 professionals. At CE, our people are the engine that drives our system.

Our Vision

Jesus Christ, our greatest teacher, calls us to share and witness to our Catholic Faith and Tradition, build inclusive communities and deliver contemporary quality learning opportunities for every person.

Position Purpose	Year Coordinators lead the Pastoral Care Teams and are responsible for the wellbeing of students.
Position Duties	<p>Catholic Ethos</p> <p>Each member of the Pastoral Team has responsibility to:</p> <ul style="list-style-type: none"> Actively live and promote the College Mission Have, or be prepared to work towards achieving, Category C: Accreditation For Leadership in Catholic Education. Promote and maintain Gospel values and the Catholic tradition among all sectors of the College. Foster positive relationships where each student in their care is known and treated as a ‘whole’ person who has individual needs. Provide effective pastoral care to Pastoral Leaders, knowing and caring for them as individuals. Contribute to the partnership between pupils, staff, parents and Chaplain. Ensure relevant policies and practices within their year level reflect the values of the College Vision Statement.

Teaching and Learning

Each member of the Pastoral Care Team has responsibility to:

- Encourage the development of a spirit of learning and a pursuit of excellence.
- Foster enthusiasm and the development of a positive learning environment by actively supporting whole College initiatives in teaching and learning.
- Support and promote a variety of teaching and learning styles and assessment to cater for student needs.
- Use ICT appropriately to enhance learning and student wellbeing.
- Work with Studies Coordinators and colleagues to develop visionary programs and curriculum for the Pastoral Care of students.
- Liaise with CE, CatholicCare and community groups to provide suitable resources to support student wellbeing.

Building Community

Each member of the Pastoral Care Team has responsibility to:

- Work closely with Pastoral Leaders, Year Coordinators, Studies Coordinators and the Executive regarding student matters.
- Provide prompt and timely follow up with parents, students and staff on student issues.
- Demonstrate a capacity to manage and supervise staff.
- Convene regular meetings with the Pastoral Leaders.
- Ensure copies of agendas and minutes are maintained and made available to the Assistant Principal Student Wellbeing after each meeting
- Support Pastoral Leaders to ensure College and CE policies are implemented.
- Provide support to individuals and organise referral as appropriate
- Develop effective student participation and leadership training opportunities, including the Student Representatives in Year 7 to 12 and the Senior Student Leadership Team.
- Encourage individual students and Pastoral groups in their community building activities.
- Assist in planning whole College events and activities such as carnivals, community days and SFX Day.
- Anticipate difficulties and offer assistance to staff, students and parents.
- Conduct effective negotiation and conflict resolution processes.

Administration

Each member of the Pastoral Care Team has responsibility to:

- Be punctual to class, Pastoral Care, duties and meetings.
- To attend and participate in staff meetings, subject meetings, pastoral meetings and professional learning activities.
- Monitor and manage student behaviour and attendance on Academy.
- Know and understand the responsibilities of working in a Catholic school with regards to Child Protection including the responsibility of mandatory reporting, the CE Code of Professional Conduct and the staff requirements of St Francis Xavier College.
- Undertake and complete all mandatory training and compliance modules as required by CE and external organisations such as TQI.

Skills, Attributes and Experience	<p>We are looking for committed professionals with:</p> <ol style="list-style-type: none"> 1. A strong commitment to the Catholic Ethos of the College and a demonstrated ability to foster it in the college community. 2. Strong professional experience in his/her teaching areas and a demonstrated ability to lead innovation with both the Pastoral Care Team and Pastoral Leaders. 3. A demonstrated capacity to effectively coordinate and supervise the Pastoral Leaders and an ability to develop them as forward-thinking professionals whose aim is to promote excellent wellbeing outcomes for all students 4. An ability to work collaboratively as part of the Middle Management Leadership Team to effect change and assist the Executive to plan and implement whole school goals 5. Excellent verbal and written communication skills in small and large group situations. Superior interpersonal skills and the ability to liaise consistently and effectively with students, parents and staff. 6. An understanding of wellbeing issues affecting young people and a demonstrated ability to support students and staff creatively and effectively including through the College's behaviour management policies. 7. Exceptional professional judgement and discretion including the maintenance of absolute confidentiality, ensuring appropriate liaison with relevant colleagues and outside agencies and fulfilment of legal responsibilities.
Qualifications	<ul style="list-style-type: none"> • Tertiary educational qualifications in the subject area and the ability and willingness to teach in more than one subject area. • Must hold a relevant Working with Children registration and Teaching Accreditation.

Application Requirements

All applications must be submitted online via the online recruitment system. You can apply using the 'Apply Now' button found in the job advertisement. Your application must include a resume and cover letter (separate documents) outlining your suitability for the position based on the requirements set out in the position description. E.g. why would you be the best person for the position?

Working with Children

In the course of your employment, you will have direct contact with children, and it is, therefore, child-related work in accordance with:

- a) in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or
- b) in NSW, Child Protection (Working with Children Check) (WWCC) Act 2012.

Employment with CE is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different working with children registrations.

Religious Education

All CE staff are required to attend religious accreditation designed to acquaint you with the vision and mission of Catholic Education. For more information regarding religious education - [Click here](#)

Employment Information Collection Notice CE's Privacy Policy - [Click here](#)

Application Enquires: CE Recruitment Team

Phone: 02 5133 5563 | Email: recruitment@cg.catholic.edu.au

Teaching Registration and Accreditation

Commencement is conditional upon applicants having valid teaching registrations and/or accreditations appropriate to the state and/or territory in which they will work.

NSW and ACT require different registrations and accreditations. If you are required to perform work or access information that is deemed to be working with children in both the ACT and NSW, you will be required to have valid registrations for both regions.

- ACT – Teaching Quality Institute (TQI).
- NSW – NSW Education Standards Authority (NESA).