



POSITION DESCRIPTION

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

Pastoral Co-ordinator

Position Level	ACT Co-ordinator 1.0
Salary Range (Full-time)	\$126,542
Reports To	Principal
Location	St Clare's College, Griffith ACT
Employment Type	Full-time
Employment Status	Fixed-term
Employment Term	Initial two-year period with an opportunity for two further extensions
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	<p>A Pastoral Coordinator, Years 7-12, is a member of our Pastoral Forum responsible to the Principal through the Assistant Principal - Pastoral Care and Wellbeing for leadership in the Pastoral Care of students in their assigned year group in accordance with College policies. They lead, plan and implement the Pastoral Program for their year group, and build the capacity of their Pastoral Care Leaders to effectively deliver the Pastoral Program.</p> <p>They ensure that the school wide focus on learning and wellbeing is continuous, actively supported by the College Pastoral Program and relative to the needs of students. A Pastoral Coordinator holds delegated responsibility for the leadership, development and administration of excellence in pastorally focussed teaching and learning across the College.</p>
Position Duties	<p>Member of the Pastoral Forum</p> <ul style="list-style-type: none"> Support the implementation of the College Pastoral Program, designing relevant lessons that align with the program and building staff capacity to effectively deliver the program

- Key contact for staff in responding to student pastoral concerns in their assigned year group
- Work collaboratively with all members of the school community to ensure that student learning and wellbeing remains the core business of our practice and policy
- Work collaboratively with relevant members of the school community to ensure that students are pastorally supported to successfully engage in learning
- Effectively represent the pastoral priorities of their assigned year group at Pastoral Forums
- Effectively communicate with Pastoral Care Leaders and relevant staff about all Pastoral Program content and events and positively promote and facilitate their implementation in their assigned year group
- Ensure that the Assistant Principal - Pastoral Care and Wellbeing is kept informed in a timely manner about issues relating to students' pastoral welfare
- Lead professional learning activities that support and enhance the pastoral capacity of College staff to respond to specific student needs
- Display integrity and professionalism in all aspects of the role

Teaching and Learning

- Lead by example, setting and modelling excellent standards of teaching and work with staff to provide an optimal learning environment for all students
- Research, develop and implement a Pastoral Program, under the supervision of the Assistant Principal - Pastoral Care and Wellbeing, that is relevant and responsive to student needs
- Work in partnership with the Mission and Ministry Coordinator to develop and implement the Retreat Program and Liturgical events relevant to their year group
- Work in partnership with the Inclusive Education Coordinator to meet the identified learning and pastoral needs of students

Communication

- Develop effective and appropriate relationships with and between members of the community – students, staff and parents
- Work with staff to ensure that parents are given consistent and appropriate opportunities to participate as real partners in the education of their children
- Provide prompt and timely follow up with parents, students and other staff on issues that emerge for each student and ensure that College staff also communicate in a timely manner with stakeholders
- Ensure processes are in place to foster collegiality and effective teamwork in the College
- Work with Pastoral Coordinator's to provide educational leadership in the implementation and integration of the Pastoral Program within the College
- Support staff in implementing the St Clare's Positive Behaviour (Personal Best) policy including effective conflict resolution processes using Restorative Justice principles

	<p>Administration</p> <ul style="list-style-type: none"> • Supervise and support Pastoral Care Leaders to ensure they are fully aware of their responsibilities and obligations relating to the pastoral care of students • Lead processes and communication related to the Pastoral Program of their year group • Ensure St Clare’s Positive Behaviour (Personal Best) policy and procedures are followed with consistency by all teaching staff • Ensure effective administrative processes, including holding productive meetings where required, maintaining accurate records and disseminating information as appropriate • Lead processes and communication with staff to ensure they maintain clear and accurate records of their interactions with students • Work with and support classroom teachers and Pastoral Care Leaders to know and understand their responsibilities with regards to the Guidelines for Professional Conduct (Catholic Education Canberra and Goulburn) and recognise and respond to any child protection incidents in an appropriate way
<p>Skills, Attributes and Experience</p>	<p>There is a teaching load with this role. Therefore, the person filling this role must also possess the skills, knowledge and qualifications of an effective classroom teacher.</p> <p>Specific requirements for this role include:</p> <ol style="list-style-type: none"> 1. A commitment to promoting and articulating the Catholic identity of the College through all relevant programs and practices and in communication with staff, students and parents. 2. Demonstrated evidence of effective team-work and collaboration. 3. Appropriate qualifications and a commitment to engage in relevant ongoing Professional Learning. 4. Successful experience in Educational Leadership. 5. A strong understanding of contemporary approaches to student learning and effective pedagogical practices. 6. The capacity to lead a team of people and to bring about effective change. 7. A high level of organisational and communication skills.
<p>Qualifications</p>	<ul style="list-style-type: none"> • Must hold a relevant Working with Vulnerable Children Registration and Teacher Quality Institute Accreditation. • Completed relevant educational qualifications.

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 6234 5427 | 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)