



Oakleigh Grammar Position Description

Position Title:	Year Level Coordinator
Campus:	77-81 Willesden Road, Oakleigh
Reporting to:	Head of Middle School
Employment Type:	Full Time

Position in context

The Year Level Coordinator is responsible for the face-to-face management of pastoral care in the Middle School for the relevant year levels. The Year Level Coordinator reports directly to the Head of Middle School on all matters relating to student conduct.

The Year Level Coordinator is required to be a team player with the ability to consult widely in the decision making process. The Year Level Coordinator is required to be professional and courteous, and to demonstrate initiative and confidentiality.

The persons reporting to the Year Level Coordinator include: Home Group Teachers, Classroom Teachers and Support Staff.

The following is a list of the responsibilities of the Year Level Coordinator for the relevant year levels.

1. Student welfare and behaviour

The Year Level Coordinator is responsible for:

- Assisting the Head of Middle School by acting as a formal agent of positive behaviour strategies and discipline within the Middle School thereby actively supporting staff and home group teachers in the performance of their duties.
- Keeping the Head of Middle School informed of major discipline matters referring all matters dealing with alcohol, drugs, tobacco, serious bullying and stealing to the Head of Middle School.
- The counselling of students and parents, especially in relation to matters related to welfare & discipline.
- Maintenance of standards of uniform wearing by Middle School students.
- Being present at Parent Teacher Interview Nights.
- Implementing Pastoral Care Programmes e.g. 'The Leader in Me' programme.
- Liaising with Head of Learning Enhancement with regard to the pastoral needs of individual students.
- Coordinating the placement of students in home groups (and subject classes if required).

2. Assisting the year level staff in their pastoral roles

The Year Level Coordinator is responsible for:

- Implementation and management of the Pastoral Framework of Responsibilities.
- Overseeing and supporting teachers in matters concerning the welfare and behaviour of students in their home group class.
- Being an active member of the Middle School Year Level Pastoral meetings with a view to: supporting and guiding staff in their pastoral roles; discussing individual students and the year level cohort; promoting and strengthening the Student Welfare and Behaviour model.

3. Planning, organisation and administration

The Year Level Coordinator is responsible for:

- (a) Assisting the implementation of the School's Strategic Plan.
- (b) Working with the Heads of Schools to ensure the most effective transition.
- (c) Organisation of and participation in, Year Level Camps.

4. Co-curricular

The Year Level Coordinator:

- (a) Assists Head of Middle School with the coordination of the Co-curricular Programme.
- (b) Has oversight of Middle School organised student social activities.

5. Communication

The Year Level Coordinator is responsible for:

- (a) Communicating regularly and in a timely fashion with students, teachers and parents.

6. Qualifications

- (a) Recognised teaching qualification and current VIT teacher registration, are mandatory.

7. Abilities and Experience

The Year Level Coordinator is expected to possess all or most of the following:

- (a) Ability to understand, counsel and relate to students in their middle years.
- (b) Well versed in handling disciplinary matters in a firm but fair manner having both good listening skills and decision making ability.
- (c) Ability to inspire others and be an energetic leader within a teaching and learning community.
- (d) Proven skill and enthusiasm as an effective classroom teacher in at least one subject discipline.
- (e) Ability to communicate comfortably with parents and other stakeholders.
- (f) Full time member of the teaching staff.