



Position Description – Primary Coordinators (F-2 & 3-6)

POL Level	POL 2
Tenure	3 years (Reappointment pending Performance Review)
Release Time	5 periods of release per fortnight - FTE 1.00
Reports to	Deputy Principal Operations and Principal

Position Overview

The Primary Coordinators support students in wellbeing, right relationships and positive behaviours within the context of a Catholic College, *'It is in relationship with God and others in the school community that young people are enabled to discover who they are, where they come from and what their destiny can be.'* (Catholic Education Melbourne 2017, *Horizons of Hope: Wellbeing in a Catholic School*, p. 4). The Coordinators work collaboratively as key members of the Wellbeing team to promote and articulate a strong sense of student belonging to the College and the importance of positive relationships and restorative practices being embedded in student interactions. This includes supporting the social and emotional wellbeing of students to maintain high levels of student engagement and behaviour. The Coordinators provide ongoing support to students and staff to strengthen relationships and will work with staff to foster collaborative, cohesive and effective teams within the Child Safe Standards. The Coordinators recognize that everyone has the right to be respected, to feel safe and be safe and, in turn, our College community acknowledges each member's own obligation to behave responsibly and allow others to learn. The Coordinators also have administration and coordinating responsibilities under the guidance of the Director Wellbeing.

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

Key Duties & Responsibilities

Leadership

- An active and loyal member of the College Leadership group.
- Be a supportive leader by presence in the classroom, playground and through parent engagement.
- Attend College Functions; Assemblies; Liturgies; P&F initiatives and as required.
- Contribute through word and action to the evangelizing mission of the Catholic Church.
- Build and articulate the Catholic Identity of St Mary's College.
- Demonstrate an understanding and ability to develop the whole person.

Pastoral Care and Child Safety

- Provide students with a child-safe environment.
- Be familiar with and comply to the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.
- Proactively monitor and support student wellbeing.
- Exercise pastoral care in a manner which reflects College policies and values.
- Implement strategies which promote a healthy and positive learning environment.
- Demonstrate duty of care for student physical and mental wellbeing.
- Uphold the professional standards expected of a teacher.

Learning and Teaching

- An appropriate teaching load demonstrating skills as an accomplished teacher modelling best practice in the classroom.
- Participate in PSG Meetings as required.

Pastoral Care and General Administration Duties

- Be supportive, visible leaders by providing a positive presence in and out of the classroom.
- Implement the College Behaviour Management Policy (3-6)
- Be an active and supportive member of the Wellbeing team.
- Build positive relationships with parents and be proactive in following up as needed.
- Celebrate students learning and positive behaviours using SIMON Commendations.

- Provide guidance/pastoral support for attendance issues; behaviour; uniform and students at risk.
- Ensure high standards are maintained in uniform.
- Liaise with the College Counsellor for students who may require support or consultation.
- Provide articles, information and celebrations of student successes in the fortnightly Marian.
- In collaboration with the Wellbeing team have a key role in Transition programs .
- Attend and present at Information Evenings as required.
- Be proactive in connecting with, supporting, assisting and developing Wellbeing POL team culture.
- In collaboration with the Director of Wellbeing allocate new students to Houses and or classes.
- Coordinate the 3/4 & 5/6 Camps; Year 2 Sleepover; incursions and excursions.
- Coordinate the end of primary education celebration (3-6).
- Support the Deputy Principal Operations in the organisation of and agenda for College Assemblies.
- Organise and lead lineups and assemblies.
- Organise bins; sports equipment with an emphasis on empowering student responsibility (3-6).
- Lead the Year 6 Student Leadership team (3-6).
- With the Director Wellbeing allocate class groups.

Professional Development

- Attend Wellbeing Team meetings and other meetings as required.

Other duties

- Demonstrate professional and collegiate relationships.
- Contribute to a healthy and safe work environment for self, others and comply with safe work policies and procedures.
- Be familiar and comply with the College's First Aid and Emergency procedures.
- Attend all relevant meetings, whole College events such as College assemblies, sports events, mass, community, faith days, and transition and information sessions, including out of hours.
- Participate in supervision as rostered and other required supervision duties.
- Other duties as directed by the Principal.