



# ST PIUS X COLLEGE

## CHATSWOOD

## Year Coordinator

The Year Coordinator reports to the Principal through the Assistant Principal – Pastoral Care. The Leadership Team supports the Year Coordinator to fulfil the responsibilities and accountabilities of the role.

### **Basic Role Purpose**

Year Coordinators are pre-eminent teachers who demonstrate a genuine care and concern for the wellbeing of the pupils committed to their stewardship. They have responsibility for the pastoral care, standards of excellence, organisation and management of a year cohort.

### **Major Responsibilities and Accountabilities**

#### **Religious Leadership**

- Witnessing to and promoting the life and values of Jesus Christ;
- Understanding, being committed to and actively promoting the Catholic ethos of the College;
- Providing leadership as a role model in the charism of Blessed Edmund Rice and Promoting the touchstones and core values of the Edmund Rice Charter;
- Providing leadership in achieving the mission of the College;
- Supporting the organisational priority of Religious Education and Formation;
- Planning and leading daily and cohort assembly prayer;
- Being directly involved in the processes of catechesis and evangelisation through being a teacher of Religious Education within the cohort or seeking relevant cognitive and formative experiences;
- Liaising with the Assistant Principal - Mission and Identity and other relevant staff on the preparation and celebration of cohort and College liturgies.

#### **Leadership of Learning**

- Facilitating the writing, collation and distribution of College reports;
- Promoting the development of pastoral care and administrative skills of staff in the cohort team;
- Providing teacher support and professional supervision;
- Completing all necessary administrative tasks effectively and efficiently including the establishment and maintenance of suitable time lines;
- Supervising staff, including contributing to performance reviews and reports as required;
- Demonstrating excellence as a classroom teacher;
- Liaising with Studies Coordinators with regard to pupils experiencing difficulties in the cohort;
- Checking patterns of study to ensure that they meet College and statutory Board requirements;
- Liaising with the Studies Coordinators and Careers Advisor in advising students on appropriate courses of study;
- Contributing to a positive learning climate within the cohort.
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### **Strategic Leadership**

- Knowing the College's Strategic Plan and implementing relevant objectives;
- Participating actively in bi-annual formative reviews involving personal reflection, annual goal setting, and discussion with the Assistant Principal - Pastoral Care throughout the period of appointment and participating in a summative performance review in the final year of a period of appointment;
- Inputting and implementing annual goal statements;
- Working with staff to establish clear goals for the cohort, develop strategies for improvement and develop systems to evaluate the success of these strategies;
- Being actively involved in a range of meetings, including regular Year Coordinators' meetings.
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### **Organisational Leadership**

- Inducting the cohort at the beginning of a year and new enrollees throughout the year;
- Coordinating the movements of one cohort into the next cohort including transition meetings with the succeeding Year Coordinator;
- Supervising pupil attendance and punctuality;
- Maintaining effective channels of communication between the school and the home;
- Communicating with pupils, Homeroom Teachers and other staff, other leaders and the Leadership Team through formal and informal means;
- Communicating with parents,
- Collaborating with the Homeroom Teachers, and ensuring student management in relation to pupil attendance, punctuality, uniform and appearance, discipline and behaviour, overall academic performance, use of College diary, commitment to the College and the wider community;
- Supervising the security, cleanliness and maintenance of homerooms of the cohort;
- Initiating inquiries and progress reports when necessary or when requested by the Principal, Deputy Principal or Assistant Principal - Pastoral Care.
- Contributing to the arrangement of parent/teacher and information evenings;
- Conducting regular meetings with the Homeroom Teachers;
- Coordinating procedures for alteration to student timetables.
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### **Relational Leadership**

- Designing, implementing and evaluating cohort camps, retreats, study and pastoral days and, where relevant, graduation celebrations in consultation with relevant staff;
- Encouraging a spirit of excellence, responsibility and cooperation within the cohort;
- Maintaining standards of excellence within a cohort in collaboration with Teachers, Studies Coordinators, , Assistant Principal – Pastoral Care, Deputy Principal and Principal;
- Processing confidential pupil information and initiating appropriate follow-up;
- Being aware of and responding to individual pupil needs and particular needs of the cohort as a whole;
- Collaborating with Homeroom Teachers in the pastoral care of pupils within the cohort;
- Liaising with the wider community in charitable works, programs of social experience and other activities;
- Organising social interaction with other schools;
- Liaising with specialised agencies where appropriate;
- Valuing the unique contribution of each member of the cohort;
- Working as a member of the leadership team within the wider College community;
- Conducting cohort assemblies;
- Promoting opportunities for student leadership within the cohort;
- Referring students, when appropriate, to the Counsellors and working with the Counsellors on matters of individual or collective student welfare.
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### **Other duties as assigned from time to time by the Principal**

**October 2018**