



CARDIJN  
COLLEGE  
GALILEE

## Position Information Document

<b>Position Title</b>	<b>Coordinator of Students (Primary Years)</b>
<b>Team</b>	Pastoral Care Team (Galilee)
<b>Responsible to</b>	Deputy Head of Campus and ultimately to the Principal
<b>Classification</b>	Teaching / Position of Responsibility (POR) 2
<b>Fractional Time</b>	1.0 FTE (0.2 FTE release, 0.8 FTE teaching)
<b>Tenure</b>	Teaching Permanent POR – 3 years

### Cardijn Context

Cardijn College is an R-12 co-educational Catholic school in the Marist tradition, deeply inspired by the dual charisms of College patrons Cardinal Joseph Cardijn and St. Marcellin Champagnat. Educating and inspiring students in the Southern Vales region of Adelaide since 1984, Cardijn has grown to be a College across three sites, each with distinct offerings. With a current enrolment of 2050 students and over 300 staff, Cardijn College is a Catholic institution which strives to be a beacon of faith in the community and to holistically educate students to have a positive influence on the world around them.

Cardijn College Marian at Noarlunga Downs offers Years 7-12 and is renowned for its extensive curriculum and a vibrant extra-curricular program so as to provide learning pathways for its diversity of students. Cardijn College Marcellin at Christie Downs provides a wide variety of vocational education and training opportunities for students in Years 10–12 and beyond, with relationships that extend well into their careers across a range of industry partnerships. Cardijn College Galilee at Aldinga offers Reception to Year 9 in a context where every student experiences a unique sense of belonging in a caring and ecologically aware environment.

## Position Summary

Student development refers to our educational and pastoral involvement with students. It is concerned with the management of pastoral development and wellbeing for each individual student and the factors that facilitate students achieving their potential. This focus on student development emphasises the student's involvement in taking responsibility for their ongoing learning and behaviour in the context of their personal circumstances. The Coordinator of Students (Primary Years) is instrumental in assisting the Deputy Head of Campus to monitor the effective care, supervision and communication for the Primary School students of Cardijn College Galilee.

The Coordinator of Students (Primary Years) works with the Campus Leadership Team, teachers and support staff. Together they are responsible for the students' pastoral care, wellbeing, student discipline and related academic progress and for establishing and maintaining a spirit of cooperation and development of Christian principles within the Campus. All dealings about student pastoral care and wellbeing should be consistent with the school's Student Personal Responsibility Policy.

### Key Working Relationships

- Executive Leadership Team
- Campus Leadership Team
- Counselling Team
- Staff
- Students
- Parents/Caregivers
- CESA Personnel

## KEY AREAS OF WORK

### Student Development

The Coordinator of Students will:

- Engage, proactively in the development and management of all students in the primary years.
- Document, record and file information in relation to student behaviour and wellbeing issues and respond accordingly to these issues; monitor and case manage the learning and development of all students in the primary years.
- With Classroom Teachers:
  - monitor and check daily attendance and punctuality and follow up with students, and their families, who are frequently late or absent.
  - ensure students set long and short-term goals with regard to their studies, with the aim of continual growth and improvement.
  - induct students who arrive during the year and establish support mechanisms for the new student. Ensure that these students are familiar with the College's facilities, practices and procedures.
- monitor College guidelines and expectations, particularly in relation to uniform.
- Develop, encourage and, where possible, ensure appropriate and positive student behaviour.

- Establish and maintain contact with families and students on matters relating to the pastoral and/or academic development of students.
- Liaise with the Deputy Head of Campus, Campus Leadership Team Members and the Campus Counsellor in relation to matters of discipline and wellbeing, briefing the Head of Campus if applicable.
- Follow up concerns from families with regard to student progress, with relevant staff.
- Support an effective student leadership program within the primary years which focuses on student action and leadership development.
- Support leadership with the Student Leadership election process within the primary years.
- Attend, manage and/or support year level events such as; camps, retreats, transition events, sending forth ceremony and disco etc and manage student behaviour/logistics throughout Campus events such as these.
- Co-ordinate primary years activities with staff and students and have a leading involvement in supporting Inter year level events.
- Provide a visible and active presence around the campus and amongst classes on a daily basis.
- Maintain constant, effective communication with staff, students and families.

## **Case Management**

The Coordinator of Students will:

- Liaise with the Deputy Head of Campus for case management support for the learning, academic progress, and wellbeing of Young People in Care and CESA Scholarship supported students.
- Provide additional support for those students who are not meeting the expectations of the College, as evidenced by the Personal Responsibility Policy, through case management approach.

## **Leading & Managing Staff**

The Coordinator of Students will:

- Build in processes of reflection and review, leading to quality improvement, for the primary years staff and students. This will include a focus on reviews of reports, and an emphasis on progression and pathways.
- Facilitate the resolution of grievances between students and/or staff, utilising, in general, restorative practices.
- Mentor and support graduate and early career teachers with the management of pastoral development and student wellbeing.
- Support classroom teachers within the primary years.

## **Policy & Procedure**

The Coordinator of Students will:

- Engage with the Cardijn College "Levels of Support" and ensure the effective management and communication regarding student behaviour.
- Contribute to the development, refinement and implementation of pastoral care processes across the campus.
- Support the management and response to critical incidents where required, including informing Executive Leadership as necessary and ensuring appropriate documentation and reports are kept.

## **Other Duties**

The Coordinator of Students will:

- Work in partnership with the Coordinator of Students (Middle Years) and Coordinator of Students (Early years) to develop year level identity and culture amongst the students, staff and families of the primary years, including an understanding and celebration of the College ethos.
- Build strong connections with families and look for new ways to engage families with the College and their child's class or year level.
- Support the Coordinator of Students (Middle Years and early years) by backfilling when necessary and vice versa.
- Attend Campus Parent Information and Education Evenings as required.
- Attend team meetings and other designated Planning, Policy and/or Review meetings as scheduled.
- Participate in enrolment interviews with prospective families.
- Ensure that confidential information is handled appropriately.
- Inform the Deputy Head of Campus and Registrar if students in the primary years are believed to be contemplating leaving the school.
- Perform other duties as required by the Principal (or delegate).

# TEACHER DUTY STATEMENT

## Professional Responsibilities

- Operate in accordance with the Charter for Teachers in SA Catholic Schools.
- Have a commitment to uphold and contribute to the ethos of Catholic schools.
- Have a commitment to uphold and contribute to the ethos of Cardijn College.
- Understand the employer's requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the College's policies, guidelines and procedures.
- Ensure that confidential information is handled appropriately.
- Complete administrative tasks accurately and on time including record keeping.
- Participate in professional development activities which lead to improved student outcomes and strengthen the professionalism of the teacher.
- Appropriately assist students who are hurt, sick or in distress.
- Meet and teach students at designated locations and times.
- Develop and maintain effective professional partnerships with other staff.
- Undertake supervision duties including yard duty diligently.
- Undertake supervision of all Teachers, Education Support Officers and students in the designated area(s) of responsibility.
- Attend staff meetings, parent teacher interviews and other co-curricular activities.
- Accept delegated responsibilities.
- Perform any other duties as required from time to time by the Principal and/or College Leaders.

## Content of Teaching and Learning

- Understand and implement the requirements for curriculum development and create curricula in accordance with the Australian Curriculum and school's directives.
- Design, develop and implement teaching programs and lesson plans.
- Address students' varying intellectual, emotional and physical abilities in teaching practice.
- Identify individual learning needs and styles, and plan authentic learning experiences that enable all students to achieve success.
- Know and understand a range of learning methodologies and technologies and their application to the classroom.
- Research and utilise teaching resources to build upon concepts and apply them in classroom environments.
- Observe students to determine how well they are performing and assist individual students who may not be performing well.
- Evaluate each student according to assessment standards, keeping in mind individual limitations.
- Develop curriculum and assessment procedures in designated curriculum areas/year levels according to college policies.
- Demonstrate best practice in teaching and learning.
- Apply prior learning to changes that happen from time to time in teaching and learning practice.
- Provide students with information and support in improving performance.

## **Classroom Management and Behaviour Education**

- Supervise students during classroom and extra-curricular activities that ensures their physical and emotional wellbeing.
- Manage behavioural problems in accordance with the Cardijn Behaviour Management Procedure to ensure that each student understands the need for following acceptable behaviour standards.
- Establish positive and effective relationships with students.
- Establish and maintain a task-oriented learning environment.
- Set and adhere to timelines for completion of work.
- Negotiate and implement consequences if expectations are not adhered to.
- Arrange student furniture to suit the learning activity.
- Work with students to create an attractive welcoming classroom environment.
- Maintain standards of tidiness and orderliness.
- Ensure necessary equipment and facilities are accessible, available and in readiness for planned activities.
- Make all reasonable efforts to manage the behaviour of students effectively within the directions of the relevant SACCS and School Policies and Procedures.
- Consistently maintain behavioural expectations and respond appropriately to student behaviour by applying behaviour management skills as per school policy.
- Identify factors contributing to prolonged, repeated or severely irresponsible behaviour and seek resolutions.
- Consistently maintain behavioural expectations.
- Apply effective consequences and strategies to assist students who interfere with teaching and learning.

## **Assessment and Reporting of Student Learning**

- Maintain accurate and comprehensive records of student progress and achievement.
- Use a variety of assessment and reporting methods to regularly monitor student learning and achievement.
- Use assessment tasks that are purposeful and relevant to the teaching and learning program and the learning needs of students.
- Provide students with positive feedback on performance that reinforces student achievement and focuses on improvement.
- Provide parents and students with detailed, accurate and informative written and oral reports at appropriate times, as required by the College.

## **Professional Learning**

- Willingly update learning and teaching pedagogy to implement appropriate strategies that support student learning including the use of ICT.
- Maintain up to date knowledge and understanding of the SACE and the Australian Curriculum.
- Make a commitment to professional learning associated with all school matters including Work, Health & Safety, wellbeing, school organisation and other professional themes.
- Be a reflective practitioner that engages in ongoing planning, evaluation and implementing improved strategies for the learning program.
- Reflect upon NAPLAN and other data as applicable to develop improved learning strategies that lead to enhanced student learning outcomes.
- Share outcomes of professional learning with colleagues.

## **Policy & Administration**

- Adhere to the Code of Conduct for staff employed in CESA schools.
- Support and adhere to the CESA Teacher Accreditation Policy.
- Support and implement College policies and the contents of the Staff Handbook.
- Keep up to date with the College Calendar.
- Fulfil professional obligations in terms of supervision of students in class and on yard duty.
- Attend meetings and briefings to ensure effective communication is achieved.
- Support special College events such as Feast Days, Awards Assembly and other evening events as required.
- Act as an ambassador for the College.

## **Interaction with the College and broader community**

- Demonstrate effective leadership skills in designated areas of responsibility.
- Demonstrate effective communication skills with students, colleagues, parents or guardians and others.
- Work effectively as a member of a college team in a range of college activities.
- Participate in partnerships with colleagues to reflect upon and improve teaching and learning practice.

## **PERSON SPECIFICATIONS**

- Current Teacher Registration in South Australia and relevant demonstrated knowledge and experience.
- Teacher Accreditation in Catholic Education SA.
- Active support for the Catholic ethos and the College Mission and Values.
- Significant and relevant experience of and commitment to development and formation of staff.
- Significant experience in the strategic staff development and frameworks to achieve high quality teaching that supports learning environments and learning outcomes.
- Exceptional teaching and learning practices relevant to secondary schooling in a co-educational setting.
- Proven ability to build relationships between students, parents/caregivers and staff.
- Ability to translate vision into action and inspire, engage and lead others in an innovative manner.
- High-level organisational skills with demonstrated ability to plan strategically, problem solve, prioritise, work to deadlines to achieve quality outcomes, give attention to detail and relate tasks/actions to a wider strategic improvement context.
- High-level written and oral communication, interpersonal and negotiating skills with demonstrated capacity to cooperate and communicate effectively with people at all levels.

## **SPECIFIC REQUIREMENTS**

Acquire and maintain:

- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.
- Working With Children Check and Catholic Police Clearance to work in Catholic Education SA.
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate.
- Approved Mandatory Notification training.
- Applicable First Aid Certificate relevant to the role requirements.

## WORK HEALTH AND SAFETY

**This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.**

As a Worker while at work you must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

(Reference: Division 4, Section 28 – SA WHS Act 2012)

## PERFORMANCE REVIEW

- All employees are required to proactively participate in the College's Performance Appraisal and Development Program including periodic review.
- On the first anniversary of appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.