

POSITION DESCRIPTION

Coordinator: Daily Organiser



The Coordinator: Daily Organisation is responsible to the Principal through the Deputy Principal (Staff) and the Director of School Operations for the performance of the day-to-day and regular organisational matters. The Coordinator contributes to the long-term planning within the College.

Leadership Framework:

Educational Leaders at Kolbe Catholic College operate within a transformational framework:

- Supporting and promoting the Catholic ethos of the College.
- Publicly supporting the College's Leadership.
- Building trust, acting with integrity, coaching individuals, inspiring others, and encouraging innovative thinking.

They also align with the Leadership In Catholic Schools Framework: Leadership Action in the following key areas:

- The Faith Community
- A Vision for the Whole School
- Teaching and Learning
- People and Resources
- Community

Through the Performance Development and Coaching program, leaders at Kolbe Catholic College set annual goals for their leadership areas and professional practice.

Location

The primary place of work will be at St Clare campus. However, you acknowledge and agree that, at the employer's discretion, you may be required to perform your duties at St Catherine or any other campus operated by Kolbe Catholic College, as reasonably necessary. The employer will provide reasonable notice of any such requirement, taking into account operational needs and your personal circumstances.

Child Safety:

Every employee and volunteer at Kolbe Catholic College is responsible for ensuring the wellbeing and safety of all students. This includes:

- Providing a child-safe environment.
- Being familiar with and complying with the school's child-safe policy and code of conduct, along with other child safety-related policies.
- Proactively monitoring and supporting student wellbeing.
- Exercising pastoral care reflecting school values.
- Implementing strategies to promote a healthy and positive learning environment.

Responsibilities:

- Under the guidance and leadership of the Deputy Principal (Staff), to ensure the smooth and efficient daily operation of the College.
- To support and liaise effectively with the Deputy Principal (Staff) in regard to issues relating to organisational matters of the College.
- To ensure that organisational practices within the College are consistent with the College ethos and the Multi-Employer Agreement.
- To support and liaise with other Leadership Team members on organisational matters that may affect the daily operation of the College

Daily Organisation

- To be the person staff notify if they are unable to attend school due to illness or other same day absence.
- To devise, in consultation with the Leadership Team, the procedures to be followed by staff in making such notification, and to ensure that all staff are familiar with this.
- To follow the determined process to ensure that all required records of staff absences are kept. This will include consultation with the Deputy Principal (Staff).
- To administer the allocation and notification of Extras and replacement classes in accordance with the Extras Policy of the College, and to keep accurate records of this, which are to be presented to the Principal and the Deputy Principal at the conclusion of each term
- To ensure the Daily Extras to be published each morning on the Daily Bulletin and on Schoolbox.
- In consultation with the Deputy Principal (Staff), arrange for the employment of Emergency Teachers to replace absent teachers when necessary.
- Consultation with the Deputy Principal would be required prior to employment for prolonged staff absences.
- To induct, inform of daily programs and support Casual Relief Teachers (CRTs) as they work in the College.
- Liaise with Curriculum Leaders and Learning Leaders to provide work in the case of unexpected absences.
- Present a break down of extras allocated per semester.
- To devise, publicise and implement a set of procedures whereby staff and students are given adequate notice of variations to the normal daily program
- Communicate to staff and students information about changes to the normal school program
- Liaising with the Deputy Principal (Staff), as well as the Curriculum Leaders, Learning Leaders and the College Timetabler, to staff the semester exam schedules for students, communicating this to staff and students in a timely manner

College Organisation

- In consultation with the Deputy Principal (Staff), and other key staff as required, prepare rosters for, yard duty, wet day lunch supervision, extraordinary clean up and others events.
- Assist with organising staffing for excursions, camps and other school activities; ensuring that CEM guidelines re: staff- student ratios and safety are met
- Assist with organising staffing for school activities such as photos, special activity days, orientation programs and immunization vaccinations.
- Manage the administrative processes for CRTs including timesheets.
- Support the Deputy Principal (Staff) to report on CRT performance.
- Liaise with the Organisational Teams and Sub-committee as required to ensure collective organisation of the College

Other Duties

- Other duties as required by and negotiated with the Principal.
- The position will require involvement in College Community activities outside currently designated school hours and participation in planning times during some school holiday times. These will be negotiated with the successful applicant.
- The list of duties may be further developed and modified to utilise the individual strengths and initiatives of the incumbent.

Position Classification:

- Position: Coordinator: Daily Organisation
- Remuneration: As per CEMEA
- Position of Leadership: POL 3
- Tenure: January 2026 – January 2029
- Review: Annual reviews based on self and peer appraisal and goal setting.

Key Selection Criteria:

Please include a brief statement with your application addressing your concept of leadership, including goals you would set for this position, and your response to the following criteria:

Essential requirements

- Tertiary qualification in Education, or a related field.
- Experience in school and students' leadership roles.

Faith Leadership:

- Commitment to the values and ethos of Catholic education.

Educational Leadership:

- Successful teaching and mentoring experience.

- Demonstrated capacity to initiate improvements in teaching, learning, and classroom practice.
- Details of recent postgraduate study and/or immediate intentions for future study.

Relational Leadership:

- Ability to foster and develop relationships with staff and the wider community.
- Ability to work collaboratively with teams within the school.

Organisational Leadership:

- Ability to plan and manage resources effectively to support the school's educational programs.

Additional Capabilities:

- Highly developed interpersonal and communication skills and the ability to liaise and communicate effectively with people at all levels and from varying backgrounds.
- Sound organisational and administrative skills.
- Ability to work collaboratively and facilitate dynamic teamwork.
- Proven capacity to work independently under changing priorities, deadlines, and pressure.
- Commitment to ongoing professional learning.
- Exemplary teaching skills and practices.
- Generosity of spirit.