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| <b>Position Title</b>              | Year Level Coordinator – Secondary Years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Responsible to:</b>             | Head of College                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Reports to:</b>                 | Head of Sub School                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Overview</b>                    | <p>To work within a collaborative team of senior leaders (Head of Sub School, Year Level Coordinators, Curriculum Coordinator) to support and assist in the daily management of the Sub School.</p> <p>The role of the Year Level Coordinator is primarily to have a strong student-centred focus i.e. to encourage, support and assist in the personal growth and development of students to enable them to achieve their individual aspirations. While this role also includes areas requiring direct oversight and decisive decision making, the overall focus remains on having a shared, team approach in managing the cohort, in collaboration with the other support services staff: form teachers, Chaplaincy team, Student Counsellors, etc.</p> <p>The Head of Sub School is responsible for clarifying decision making processes and management of boundaries between Year Level Coordinators.</p> <p><i>Please note that this Position Description:</i></p> <ul style="list-style-type: none"> <li>▪ can alter with changes in the roles and responsibilities of the position</li> <li>▪ will be used as a framework for appraisal.</li> </ul> |
| <b>Main Objective:</b>             | <ul style="list-style-type: none"> <li>• Responsibility for the day-to-day running of their assigned cohort as part of the wider College community.</li> <li>• Reflect the ethos of the College as both a Lutheran institution and a Prep – 12 school in the formulation of culture in the Year Group.</li> <li>• Overall responsibility for the behaviour management of students in their assigned cohort, in liaison with the Head of Sub School and Deputy Head of Sub School.</li> <li>• To inform the Head of the Sub School and Deputy Head of Sub School of details relating to their assigned cohort.</li> <li>• Managing and supporting student welfare in their assigned cohort, in liaison with Head of Sub School, Deputy Head of Sub School, Counsellors and other staff.</li> <li>• To develop, manage and support a cohesive and effective team of Form Class Teachers.</li> </ul>                                                                                                                                                                                                                                                          |
| <b>Duties and Responsibilities</b> | <ul style="list-style-type: none"> <li>• In liaison with the Head of Sub school and Deputy Head of Sub school assist with and/or take responsibility for the organisation and management of events and processes appropriate to their assigned cohort. (Please refer to attached page.)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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|                                        | <ul style="list-style-type: none"> <li>● Fulfil administrative tasks in relation to the management of the year level.</li> <li>● Keep up to date student records and records of all interviews and incidences on Synergetic.</li> <li>● Work with the Deputy Head of Sub School and team of Form Class Teachers to deliver the Academic Care and Wellbeing program.</li> <li>● Proactively communicate with parents as well as responding to queries.</li> <li>● Communicate behavioural expectations and grooming and uniform standards to the assigned cohort.</li> <li>● Deal with student matters such as punctuality, misbehaviour in and out of the classroom, absenteeism, uniform and grooming code infringements, theft, vandalism etc. to the level of issuing of Behaviour and/or performance contracts / monitoring sheets.</li> <li>● In conjunction with Deputy Head of Sub school and/or Head of Sub school deal with student discipline matters rising to the level of Exit contract / suspension and/or exclusion.</li> <li>● Through the use of data, identify issues of concern and develop a personal and team approach to managing these.</li> <li>● Conduct meetings with form class teachers.</li> <li>● Check Form Class report comments.</li> <li>● Monitor the effectiveness of Form Class Teachers undertaking their duties.</li> <li>● Liaise with boarding staff, as required, regarding boarding student progress.</li> <li>● Liaise with the key staff, as required, regarding students (including Exceptional Learning Department, Curriculum Team and Indigenous Education Program staff).</li> <li>● Oversee locker allocation.</li> <li>● Encourage participation by secondary students in a variety of cultural, education and sporting competitions and events.</li> </ul> <p><b>Other Responsibilities:</b></p> <ul style="list-style-type: none"> <li>● Teach classes as required.</li> <li>● Lead worship as required.</li> <li>● Support co-curricular activities.</li> <li>● Perform other duties relevant to the Year Level and/or Sub School as required.</li> </ul> |
| <b>Committee Membership</b>            | <ul style="list-style-type: none"> <li>▪ Year Level Coordinator Meetings with Head of Sub School</li> <li>▪ Collaboration / Academic Care and Wellbeing Team meetings</li> <li>▪ Other meetings, as required.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Classification</b>                  | <p><b>Salary</b> – Pastoral Leader 1 (x1.5 multiplier) allowance</p> <p><b>Tenure</b> – 3 year tenure</p> <p><b>Time Release</b> – 0.4 teaching load + no Form class</p> <p><b>Terms and Conditions</b> – Please refer to the Lutheran Schools Enterprise Bargaining Agreement</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Knowledge, Skills and Abilities</b> | <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>▪ Have an effective knowledge of curriculum related information to the year level.</li> <li>▪ An understanding of the principles of natural justice and due process.</li> <li>▪ A strong working knowledge of Restorative Practices and completion of relevant professional development in this area or willingness to undertake study in Restorative Practices (within 12 months).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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|                                  | <ul style="list-style-type: none"> <li>▪ Need to hold a teaching qualification that is appropriate for registration in Queensland.</li> <li>▪ Have demonstrated through professional experience qualities of leadership, communication skills, community, school relations and school improvement.</li> <li>▪ A working knowledge and understanding of the ethos of a Lutheran School and its associated policies.</li> <li>▪ A working knowledge of child protection and child safety protocols and responsibilities.</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>▪ Experience in working within education, in particular dealing with behaviour management and student welfare issues.</li> <li>▪ Proven ability to mentor staff, deliver professional development and manage organisational change.</li> <li>▪ Be able to communicate sensitively and confidentially with staff, parents and students.</li> <li>▪ Have a high degree of computer literacy.</li> <li>▪ Have a high degree of administrative competence by being highly organised and consistently meeting deadlines.</li> </ul> <p><b>Abilities</b></p> <ul style="list-style-type: none"> <li>▪ Able to demonstrate high levels of personal initiative and responsibility.</li> <li>▪ Able to work collaboratively and develop a positive rapport with students, families, Senior Leadership and College Executive, demonstrating care, dignity and respect at all times.</li> <li>▪ Able to facilitate, develop and maintain working relationships with other members of staff within the College.</li> <li>▪ Demonstrate a strong commitment to the ethos of Lutheran education.</li> <li>▪ Set good examples of Christian living in the College and in his/her private life.</li> <li>▪ Strive for honesty and integrity.</li> <li>▪ Able to adapt to a new and changing environment.</li> <li>▪ Be prepared to undertake additional professional development.</li> <li>▪ Prepared to work outside normal hours when necessary to be responsive to student needs and/or work on special projects or tasks.</li> </ul> |
| <p><b>Selection Criteria</b></p> | <p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful Year Level Coordinator.</i></p> <p><b>SC1 - Demonstrated ability to initiate, organises and prioritises administration tasks.</b></p> <ul style="list-style-type: none"> <li>▪ The Year Level Coordinator will need to demonstrate the ability to work autonomously and collaboratively, meet tight deadlines within a pressured environment and think analytically to solve complex problems.</li> </ul> <p><b>SC2 – Demonstrated ability to co-ordinate, managing and negotiate diverse needs.</b></p> <ul style="list-style-type: none"> <li>▪ The Year Level Coordinator will need to demonstrate skill in working collaboratively with a range of needs and interests towards agreed outcomes.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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|  | <p><b>SC3 – Demonstrated ability to communicate.</b></p> <ul style="list-style-type: none"> <li>▪ The Year Level Coordinator will need to demonstrate highly effective written and verbal communication skills.</li> </ul> <p><b>SC4 – Demonstrated ability in the management of relationships</b></p> <ul style="list-style-type: none"> <li>▪ The Year Level Coordinator will need to demonstrate the ability to manage human relationships and be vitally concerned about the needs of students.</li> </ul> <p><b>SC5 – Demonstrates personal integrity</b></p> <p>The Year Level Coordinator will need to model exemplary standards of personal integrity. In addition, they will also need to demonstrate a commitment to personal professional development.</p> |
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LAST REVIEWED and UPDATED: 19 November 2025

***Applicants are expected to support the Christian ethos of St Peters Lutheran College and to demonstrate courtesy, co-operation and teamwork with fellow members of staff.***

In liaison with the Head of Sub school and Deputy Head of Sub school assist with and/or take responsibility for the organisation and management of events and processes appropriate to their assigned cohort. These include but are not limited to:

**Year 12**

- Valedictory Dinner
- Valedictory Service
- Presentation Morning
- Scholars Assembly
- Parent information session
- YLAs and Guest Speakers

**Year 11**

- Semi-formal
- Leadership program and camp
- Presentation morning
- Year 11 Academic Excellence Awards ceremony
- Parent information session
- YLAs and Guest Speakers

**Year 10**

- Presentation morning
- Yr 10 Academic Excellence Awards Ceremony
- Parent information session
- Year 10 Ski Trip
- YLAs and Guest Speakers

**Year 9**

- Ironbark Parent Briefings
- Year 9 Information Evening
- Functions: New Parent Functions, Subject Selection Evenings, Presentation and Award Ceremonies Ironbark Graduation Days and Form Class teacher visits
- YLAs and Guest Speakers

**Year 8**

- New Student Orientation
- Year 8 Information Evening
- Year 8 Camp
- Functions: New Parent Functions, Subject Selection Evenings, Presentation and Award Ceremonies
- Ironbark Information Session
- Prepare Ironbark Groupings
- YLAs and Guest Speakers

**Year 7**

- Welcome Morning
- Orientation Day
- Year 7 Camp
- Year 7 Information Evening
- Functions: New Parent Functions, Subject Selection Evenings, Presentation and Award Ceremonies
- Prepare Class groupings for Year 8
- YLAs and Guest Speakers