



Position Description: Year Level Coordinator (Year 7)

Position Objectives:

Year Level Coordinator is committed to the College vision and mission and has the responsibility for the care, wellbeing, academic oversight and guidance of the students in their year level.

Incumbent:	Reports to: Dean of Middle School
Commencement: 2026	KLR Level: 5
Duration: 4 years	Time Allowance: 10 Periods

All St Kevin's staff are required by their position to:

- Demonstrate commitment to the College's vision and mission
- Model and promote the gospel values and understand the charism of Edmund Rice in all aspects of leadership and community life. Contribute to the delivery of strategy and plan.
- Foster a culture of excellence by supporting and driving high academic standards, innovation in teaching, and evidence-informed practice.
- Demonstrate inclusive leadership by actively promoting diversity, equity, and the dignity of all individuals
- Support collaborative decision-making by practicing subsidiarity and empowering others through shared leadership.
- Strengthen community connections through transparent communication and authentic partnerships with key stakeholders.
- Act as a responsible steward of College resources.
- Stay abreast of and comply with all College policies.

Key Responsibilities:

Leadership and Management	• Contribute to the strategic direction of the College • Be responsible for the achievement of the College vision and goals through the development and delivery of pastoral care for all students • Effectively lead in behaviour management and in restorative practice techniques • Role model excellent teaching practice and professional learning • Encourage, assist and monitor new teachers • Establish and maintain a supportive school environment • Have a broad knowledge of the life of the College, detailed awareness of individual boys and a willingness to give of oneself rather than simply giving of one's time • Support College events outside school hours related to the Middle School • Assume the role of Child Safety Officer and work closely with the Dean of Child Safeguarding in relation to support investigations and Child Safety matters
Student Management	• Exercise a high level of visibility and presence across all year levels during the school day • Implement the College pastoral care and discipline structures • Support tutors in the implementation of Level 1 Behavior Management policies. • Together with the Tutor and Assistant YLC, monitor and respond to student attendance that is below College expectations. • Ensure clarity for students and staff about expectations of behaviour at the Middle School and ensure expectations are being met. • Create a culture of expectation amongst staff and students in the

This position description may be amended from time to time, in consultation with the appointed candidate.



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	Middle School by articulating and following up on the College's expectations of staff in supporting standards of student behaviour, punctuality, manners, dress and demeanour • Assist Tutors to develop their skills in managing Level 1 behaviours and escalating student matters as needed • Lead the process of managing student matters (Level 2 Behavioural Guidelines) and consult with relevant staff on student issues. • Supervise detentions and other behaviour responses as part of a roster • Chair and/ or participate in parent meetings on matters relating to student wellbeing or student management at Level 2. • Effectively escalate Level 3 or 4 student matters to the Dean of Middle School (3), Director of Students (4) in a timely manner • Ensure accurate recording of student wellbeing information by Middle School staff on School Box • Use data and research about student management to model best practice • Work with the Dean of Middle School and Student Wellbeing Leader/ College Psychologist to deliver relevant messages to students about specific behavioural matters
Pastoral Care	• Attend and report at weekly Pastoral Meetings • Regularly engage with Middle School Tutors to implement actions within the year level relating to student standards, ensuring accountability for established tasks • Develop and implement methods of affirming student effort and achievement in the Middle School • Work with the College Psychologist to create inclusive options for students who require social support at Heyington. • Oversee the work of the Assistant YLC and Student Leadership Co-Ordinator in developing a student leadership program for the Middle School. • Work with the Student Wellbeing Leader to develop, implement and review the pastoral program. • Liaise with academic staff and other College professionals, and mediating where appropriate, on matters relating to student progress, behaviour and needs • In consultation with the Dean of Middle School and Learning Diversity Leader, support transition for new students to the College. • Work with the Dean of Middle School on preparing students for successful transitions to the next year level through data collation and information sharing.
Community Engagement	• Attend Parent / Teacher meetings and writing Year Level reports as required • Initiate contact and encourage the involvement of parents concerning wellbeing issues • Coordinate organizing and participating in special year level functions, activities reports and camps • Attend College events as required outside school hours (eg: APS Athletics) • Represent the Middle School at College events throughout the year.



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Risk Management	• Contribute to a healthy and safe work environment by complying with all safe work policies and procedures, and ensuring all reasonable steps are taken to identify and manage foreseeable risks.
Child Safety	• Comply with the College's child-safe policy, code of conduct and any other policies or procedures relating to child safety. • Assist in the provision of a child-safe environment for students. • Be an active member of the Child Safety Committee and act in the role of Child Safety Officer
Professional development	• Build capacity through targeted professional learning programs to keep abreast of current educational understanding and personal, professional growth.
General Duties	• Abide by the St Kevin's College Code of Conduct. • As required, attend College meetings, conferences and after school events, faith days and liturgies. • Demonstrate commitment to the College vision and mission. • Champion wellbeing by cultivating respectful, safe and supportive environments for students, staff and families. • Accept reasonable direction and other duties from the Principal and/or delegates.