

# POSITION DESCRIPTION

## Acting Year Level Leader (Year 7) St Catherine



The Acting Year Level Leader is accountable to the Principal through the Deputy Principal – Campus Director St Catherine and Directors of Students for ensuring the development of high-quality pastoral care for students.

### **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.

### **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:**

Year Level Coordination:

- Supervising the wellbeing, behaviour management, and social-emotional development of students in the designated year.
- Uphold a high standard of pastoral care based on restorative practices and high impact wellbeing strategies

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- Coordinating student referrals for Wellbeing support, including case management for students with acute needs.
- Ensuring consistent implementation of College expectations and Agreed Standards.
- Leading and fostering the professional development of Pastoral Care Teachers
- Facilitating effective communication among students, parents, teachers, and external agencies.
- Organising year level assemblies and Pastoral Care Teacher briefings.

### Year Level Leader Role:

- Supporting the transition of new students to the year level and College.
- Assisting in the organisation and operation of year-level events.
- Maintaining detailed student records and contributing to College publications.
- Promoting the Catholic ethos and College values within the year level and broader community.
- Being a visible presence within the year level and across the College.
- Supporting Student Leaders in cultivating House identity and spirit.
- Collaborating on the planning and execution of House activities and events.
- Organising House Assemblies and activities during Extended Pastoral Care.

### Respectful Relationships Coordination:

- Working with the Pastoral Team to Develop a whole-school approach to implementing Respectful Relationships.
- Supporting Pastoral Care Teachers in implementing the Respectful Relationships curriculum.
- Identifying additional resources to enhance the Respectful Relationships program.
- Oversee the delivery of the Respectful Relationships program at the relevant year level.

### OTHER DUTIES

- Acting as a delegate for College Leadership Team members as necessary.
- Fulfilling other duties as required and negotiated with the Principal.
- Participating in College Community activities and planning times as negotiate

### Position Classification:

- Position: Year Level Leader (Year 7) St Catherine
- Remuneration: As per VCMEA
- Position of Leadership: POL 3
- Tenure: 13 July 2026 – 26 January 2027

#### 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.