



Position Description

Position Title	Year Level Coordinator (Years 7-12)
Department	Secondary Years
Reports to	Head of Junior High or Head of Senior School
Direct Reports	Form Class Teachers
Purpose and Objectives	<p>St Peters Lutheran College is the pre-eminent coeducational day and boarding school in Brisbane.</p> <p>The Year Level Coordinator (YLC) holds day-to-day responsibility for the wellbeing, conduct and engagement of a one year-level cohort and shapes a year-level culture consistent with the College's Lutheran ethos.</p> <p>The YLC will receive referrals from Form Class Teachers and is responsible for case management, complex follow-up, investigation and formal parent liaison.</p> <p>Key objectives of the Year Level Coordinator include:</p> <ul style="list-style-type: none"> • Responsibility for the day-to-day running of the year level as part of the wider school community • Overall responsibility for the behaviour management of students in the year level, in liaison with the Deputy Heads of Junior High (Years 7-9) or Senior School (Years 10-12). • Responsibility for the welfare of students in the year level, in consultation with Counsellors. • Develop a cohesive and effective team of Form Class Teachers and ensure consistent pastoral practice.
Key Accountabilities	<p>As a member of Junior High or Senior School, provide leadership and role modelling to achieve high standards of performance, accountability, collaboration, ethics and integrity; ensure work is delivered to achieve required outcomes on time and to budget; coach and develop other staff; and demonstrate a strong commitment to a positive workplace culture.</p> <p>Leadership of the Year Level and Cohort</p> <ul style="list-style-type: none"> • Lead the day-to-day running of the year level, including its culture, expectations and transitions into and out of the cohort. • In Years 7-9, the Year Level Coordinator organises all camps, transition programs and the Ironbark preparation and return-to-school program across the three year levels. • In Years 10-12, the Year Level Coordinator organises Awards Ceremonies, the Ski Trip, Semi Formal Events, and Valedictory Dinner. • Use attendance, engagement, wellbeing and behaviour data to identify trends and plan responses with the Head of sub-school. • Receive and triage referrals from Form Class Teachers and other staff, hold



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	<p>responsibility for case management and complex follow-up, and coordinate support through Counsellors, Chaplaincy, Exceptional Learning staff and external services as appropriate.</p> <ul style="list-style-type: none">• Inform the Head of sub-school at the end of each term (or sooner as necessary) of the circumstances of students who have been unable or unwilling to cope with their studies.• Organise events appropriate to the needs of the year group and coordinate year-level assemblies.• Support cocurricular activities, such as sporting competitions and events, alongside the House Patrons. <p>Behaviour Management</p> <ul style="list-style-type: none">• Hold overall responsibility for the behaviour management of students in the year level, in liaison with the Deputy Head of the sub-school.• Deal with student discipline matters such as punctuality, misbehaviour in and out of the classroom, absenteeism, uniform and grooming code violations, theft and vandalism, including recommending and, in conjunction with the Deputy Head and Head of the sub-school, deciding on Behaviour and/or Performance Contracts and suspension from school.• Apply the principles of natural justice, due process and restorative justice in all discipline and welfare matters. Document matters accordingly. <p>Leadership of Form Class Teachers</p> <ul style="list-style-type: none">• Develop a cohesive and effective team of Form Class Teachers for the year level, ensuring practice and planning are aligned for the cohort.• Provide clear direction and follow-up so that Form Class Teachers consistently know, notice, guide, record and refer appropriately.• Support induction of new Form Class Teachers on pastoral expectations, child protection requirements, referral pathways and Wellbeing program.• Monitor the effectiveness of Form Class Teachers in undertaking their duties, including attendance marking, uniform and readiness expectations, delivery of the pastoral curriculum, and quality of Synergetic records.• Coach and mentor Form Class Teachers, give feedback on their form class and pastoral practice, address performance concerns, and escalate to the Head of sub-school as required. <p>Academic Oversight and Student Progress</p> <ul style="list-style-type: none">• Maintain effective knowledge of curriculum-related information relevant to the year level.• Check class and subject report comments for the year level.• Monitor student engagement and progress, and work with Curriculum Leaders and teachers to coordinate support for students who are disengaged or struggling.• Support students with academic planning, including SET Plans in Year 10.
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	<p>Administration and Teaching</p> <ul style="list-style-type: none"> • Teach classes as timetabled. • Undertake administrative tasks in relation to the year level and as directed for the effective achievement of College outcomes.
Key Relationships	<p>Internal: Year Level Coordinators, Head and Deputy Head of Junior High and/or Senior School, Form Class Teachers, House Patrons, College Counsellors, Chaplaincy, Exceptional Learners Department, Boarding staff, Curriculum Leaders, Head of Teaching and Learning Innovation</p> <p>External: Parents and Guardians</p> <pre> graph TD HOC[Head of College] -- Reports to --> DHC[Deputy Head of College] DHC -- Reports to --> HJH[Head of Junior High] DHC -- Reports to --> HSS[Head of Senior School] DHC -- Reports to --> HTLI[Head of Teaching & Learning Innovation] HJH -- Reports to --> YLC[Year Level Coordinators] HSS -- Reports to --> YLC HTLI -. Accountable to .-> YLC YLC -- Reports to --> FCT[Form Class Teachers] </pre> <p>— Reports to - - - Accountable to</p>
Committee Membership	<p>Year Level Coordinator meetings with the Head of sub-school</p> <p>Junior High/Senior School collaboration meetings</p> <p>Health and Safety Committee</p>
Selection Criteria	<p>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</p> <p>SC1 – Knowledge and experience</p> <ul style="list-style-type: none"> • A relevant qualification in Education and current Queensland College of Teachers (QCT) Registration • Hold a Master's degree, or demonstrate a willingness to undertake tertiary study to a Master's level within the educational, leadership or administrative sphere. • Effective knowledge of curriculum-related information relevant to the year level. • An understanding of the principles of natural justice, due process and restorative justice. • Demonstrated qualities of leadership, communication skills, community and school relations, and school improvement through professional experience.



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	<ul style="list-style-type: none"> • A working knowledge and understanding of the Lutheran Education Queensland/Lutheran Education Australia (LEQ/LEA) system and its associated documents, policies and philosophies. • Experience working within education, in particular in behaviour management and student welfare issues. • Knowledge of pastoral care and student wellbeing frameworks, and of child protection and mandatory reporting obligations in a school setting. <p>SC2 – Ability to initiate, organise and prioritise administration tasks</p> <ul style="list-style-type: none"> • Demonstrated ability to work autonomously and collaboratively, meet tight deadlines within a pressured environment and think analytically to solve complex problems. <p>SC3 – Ability to coordinate, manage and negotiate diverse needs</p> <ul style="list-style-type: none"> • Demonstrated skill in working collaboratively with a range of needs and interests towards agreed outcomes. <p>SC4 – Communication</p> <ul style="list-style-type: none"> • Highly effective written and verbal communication skills. • Ability to communicate sensitively and confidentially with students, staff and parents. <p>SC5 – Demonstrated ability in the management of relationships</p> <ul style="list-style-type: none"> • Ability to manage human relationships and be vitally concerned about the needs of students. • Ability to work collaboratively and develop a positive rapport with the Senior Leadership. • Proven ability to lead and develop a team, including mentoring staff, delivering professional development and managing organisational change. <p>SC6 – Demonstrates personal integrity</p> <ul style="list-style-type: none"> • Model exemplary standards of personal integrity and demonstrates a commitment to personal professional development. <p>Personal capabilities</p> <p>Demonstrated ability to exemplify care, dignity, and respect, delivered through high personal accountability for professional workplace conduct.</p> <p>Demonstrated commitment to reach their own potential (Plus Ultra-More Beyond) and in manner that aligns with the College's strategic and operational objectives and values.</p> <p>Christian Ethos</p> <p>An understanding of, respect and demonstrable support for the College's Christian ethos.</p>
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Position Status	Maximum Term (3 Year) Position of Added Responsibility Permanent Teacher Appointment
Hours of Duty	Full time – 30 programmed hours per week Monday to Friday All Year Position
Classification	Schedule 7 PARs – Pastoral Leader 1 Schedule 6 Teachers – Graduate to Proficient 9
Annual Allowance	\$19,648.00 per annum
Annual Salary	\$94,967.00 to \$134,151.00 per annum plus Superannuation. Terms and Conditions – Please refer to the Employment Contract, which may or may not include reference to the Queensland Lutheran Schools Single Enterprise Agreement 2024 .
Superannuation	12.75% employer contribution from 1 July 2025
Location	St Peters Lutheran College – Indooroopilly 66 Harts Road, INDOOROOPIILLY QLD 4068
Professional Behaviours	Applicants are expected to respect and uphold the College's Mission of "Excellence in Christian Co-Education", support the Christian ethos of St Peters Lutheran College, and uphold the Code of Conduct and Valuing Safe Communities standards. All employees are expected to demonstrate courtesy, co-operation and teamwork with fellow members of staff, and actively and effectively participate in reasonable directions provided.
Child Protection	All employees of St Peters are required to complete annual Child Safety Training. New employees must complete this training upon commencement, and/or provide certificate of completion from previous workplace. Employees must understand and adhere to the College's Child Protection Policy and Procedures.
Health & Safety	All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions. Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.



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Policies & Procedures	Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College's intranet, relevant legislation and directions within the employment contract and/or <i>Queensland Lutheran Schools Single Enterprise Agreement</i> and take the responsibility to maintain currency with these.
Compliance Requirements	<p>Right to work in Australia</p> <p>Current Blue Card and/or Queensland College of Teachers Registration.</p> <p>Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance.</p> <p>Timely completion of mandatory training requirements and training relevant to their role.</p>
Other Relevant Information	<p>The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance.</p> <p>St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights.</p> <p>The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities.</p> <p>The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.</p>
Further Information	Further information about St Peters can be found at www.stpeters.qld.edu.au

29 October 2026