



POSITION DESCRIPTION for YEAR 7 COORDINATOR

LUTHER COLLEGE MISSION STATEMENT

Luther College positively endeavours to provide the best education possible in a Christian setting where the whole person can grow and develop with confidence and dignity.

Position:	Year 7 Coordinator
Responsible to:	Head of Middle School
Tenure:	3 years
Responsible for:	Year 7 Teachers and Students

PRIMARY ROLE PURPOSE

Reporting directly to the Head of Middle School, the Year 7 Coordinator is responsible for the planning and oversight of a comprehensive and engaging educational program at Year 7 encompassing academic, co-curricular and pastoral activities. The Year 7 Coordinator will have a focus on the individual academic progress of Year 7 students, working proactively with the relevant House Coordinator and focus teachers. In addition, the Year 7 Coordinator will take responsibility for matters involving students within the cohort. The role requires proactive engagement and communication with Year 7 students, their parents and College staff. The Year 7 Coordinator will oversee the transition process of Year 6 to Year 7 students.

The Year 7 Coordinator is expected to model the College's mission and values and be committed to being the public face for Year 7 students, parents and the wider community.

CORE LEADERSHIP BEHAVIOURS

The Year 7 Coordinator is expected to role model the following behaviours:

Professional Composure: Is a settling influence within a complex environment, is not easily irritated or quick to judge, can manage reasonable stress without it affecting professional performance.

Ethics and Values: Demonstrates Christ-like values, role models expected behaviours, demonstrates honesty and integrity in all situations irrespective of complexity.

Decision Quality: Makes good decisions, based on sound data, credible educational research, collective wisdom, experience and in alignment with the College's strategic aims and objectives.

Interpersonal Expertise: Relates well to all kinds of people, easily builds rapport and trust, is respectful and diplomatic in dealings with others, represents situations accurately without embellishment and displays a genuine empathy for others.

Communication: Can communicate with clarity and purpose within a variety of settings, is an active listener, is slow to judge and form opinions, is able to interpret and respond accordingly to the non-verbal responses of others. Provides consistent public support both within and outside of the College for school-wide policy initiatives and strategic priorities.

Organisational Agility: Knowledgeable about the relational and operational complexity of organisations, works effectively to achieve strategic priorities and learning goals of the College, and understands how best to motivate and align teams of people to achieve these.

Priority and Solution Focused: Can identify what is of strategic importance and prioritises focus of self and others accordingly, can limit distractions, overcomes blocks and barriers, is able to complete projects within required timeframes, consistently meets the goals of the organisation and exceeds the expectations of others, creates opportunities and support structures for others to be internally motivated.

Self Knowledge: Knows personal strengths and weaknesses, reflects upon previous experiences to facilitate personal and professional growth, regularly seeks feedback from others, values transparency and accountability.

Courage and Conviction: Speaks the truth with love, corrects communicated inaccuracies, provides direct feedback to others, faces difficult situations from a clear process perspective, does not personalise professional situations unnecessarily.

GENERAL RESPONSIBILITIES:

The Year Level Coordinator will:

SPECIFIC RESPONSIBILITIES

The Year 7 Coordinator will:

- Be an innovative and dynamic teacher who supports student learning through the development of strong relationships, with students, and the delivery of learning experiences that are relevant, rigorous, and reflective.
- Develop a positive culture where all Year 7 students strive for excellence with endeavour in all aspects of their learning, service and co-curricular involvement.
- Take responsibility for ensuring that the high expectations of the College are regularly communicated to, and met, by all Year 7 students.
- Work closely with the Head of Middle School to lead Year 7 staff to develop an engaging and worthwhile program for students.
- Develop and continually improve the educational and developmental programs offered to Year 7 students, working collaboratively and cooperatively with relevant staff, students and parents to facilitate, organise and review these events and activities.
- Promote and nurture faith development and the Christian reach of the College, through regularly leading and contributing to Year Level and Chapel worship.

- Facilitate opportunities and processes to know the Year 7 students as young people and learners, accepting oversight for the proactive monitoring and communication of their overall academic progress and develop individual strategies to enhance their learning.
- Be proactive in engaging and communicating with individual Year 7 students, their parents, House Co-coordinators, Homegroup Counsellors, Focus Teachers and staff, using these opportunities to acknowledge service, reward excellence, celebrate success, monitor class climate and to explore ways to increase engagement and progress.
- Encourage students to participate in service learning opportunities, engendering a sense of community.
- Proactively facilitate communication between Year 7 Focus Teachers and staff, the rest of the school and between teachers and students ensuring that appropriate processes and procedures exist for the accurate and timely communication of information and documentation including through the Learning Management System.
- Work with the Head of Middle School, Year 8 and 9 Coordinators as a team, as well as with the Student Counsellor, Learning Enhancement Coordinators, House Coordinators and other relevant staff on the provision of suitable courses for students with special needs and overall wellbeing of students.
- Ensure that students' pastoral and learning needs are met and future plans are communicated, actioned, monitored and reviewed.
- Be proactive in referring students to the Network of Care process.
- Assist with student subject counselling and selection and oversee class allocation for Year 7 students.
- Proactively coordinate and oversee the planning, approval and risk management of the Year 7 camp and other Year 7 activities, ensuring that they are relevant to strategic and learning goals of the College, well planned, appropriately documented and effectively communicated.
- Assist with the organisation and running of NAPLAN testing including the analysis and communication of results to seek for ways to continually improve the Year 7 learning program and support individual students.
- Positively promote the College at all times including being active and involved in Open Mornings/Days, Parent Information Evenings and Parent / Teacher interviews;
- Utilise the College's policies and procedures, proactively engage with students, parents and staff to ensure that matters in Year 7 achieve a positive and timely resolution.
- Work closely with the Head of Middle School and House Coordinator staff to manage student discipline issues across the year level.
- Liaise with feeder primary school staff concerning the transition process and students enrolled at Luther College and organise Year 6 to Year 7 Orientation Days;
- Assist Middle School ELC Coordinator with organisation of Year 6-7 EduTest including the analysis and communication of results to seek for ways to continually improve the Year 7 learning program and support individual students.
- Support the Head of Middle School in the selection and development of Middle School student leaders.
- Implement strategies and programs to involve parents more closely in their children's learning;
- Maintain membership of external associations to ensure currency of knowledge and development of professional networks;

