



Senior Learning Programs Co-ordinator

Role Description

POL:	3
Time Release:	15 periods
Reporting to:	Deputy Principal Learning and Teaching
Appointment Period:	3 years
Scope:	Kildare Campus This position is provided with administrative support

The Senior Learning Programs Coordinator is primarily responsible through to the Deputy Principal of Learning and Teaching to the Principal for the administration of Years 10, 11 & 12 and of the VCE related Pathways at the College. The Senior Learning Programs Coordinator also has an important role in supporting all Learner Advisor staff and those who are involved in a teaching capacity at Years 10, 11 & 12.

The role involves working closely with the Years 10, 11 & 12 students, Learner Advisors, subject teachers and parents of students, Heads of House, the VCAL Leader, the Careers Advisers, and, where appropriate, the Deputy Principal Student Wellbeing and Operations and Deputy Principal Staff Wellbeing and Development.

Team Memberships:

- Learning and Teaching Team;
- Student Wellbeing Committee (as required).

Collaborates with:

- Members of the College Leadership Team;
- Other Position of Leadership appointees;
- Staff, students and parents/guardians

As a leader at Lavalla Catholic College you will actively:

- Promote the mission and Catholic ethos of the College;
- Ensure that all aspects of College life are permeated by the spirit of the Gospel and the Marist Charism;
- Collaborate with all members of the Leadership Team to creatively implement the strategic goals of the College;
- Model a leadership style and approach which reflects one that is based on a model of Christian service;
- Publicly support the leadership of the College;
- Work in an honest, open, creative and flexible manner that contributes positively to the effectiveness of the College; and
- Represent the College in external forums.



Legal Compliance and Policy Development:

- To see that all College policies are in compliance with the law and meet government statutory authority expectations;
- To be aware of and adhere to legislation and College policy relevant to the duties undertaken, including but not limited to: Child Safety; Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Privacy; Staff/Student Relationships; Conflict of interest, etc; and
- To ensure that, on a regular basis, all policies are reviewed and ratified by the College Advisory Council.

Child Safety

Teachers will have a commitment to child safety;

- Experience working with children
- A demonstrated understanding of child safety
- A demonstrated understanding of appropriate behaviours when engaging with children
- Familiarity with legal obligations relating to child safety (e.g. mandatory reporting)
- Be a suitable person to engage in child-connected work

Key Responsibilities

Senior Learning Programs Coordinator has responsibilities in the following areas:

Specific Duties

- Assume responsibility for the administration of Years 10, 11 & 12, and Senior Pathways;
- Assist the VCAL Leader as required in the administration of VET/VCAL;
- Organise information evenings for parents of students in Years 10, 11 & 12 at the start of the academic year, in collaboration with relevant staff;
- Assist in subject selection procedures for VCE Units 1-4 in all areas;
- Assume responsibility for counselling students in Years 10, 11 & 12 in regard to subject changes and make changes to the student database as appropriate
- Maintain the SAC Calendar;
- Assume responsibility for the organisation and running of the end of Semester exam programs at Years 10 and 11;
- Liaise with, and assist as necessary, the Careers Advisor in the running of any Careers program at Years 10 to 12;
- Assist, as necessary, in the running of the Work Experience program;
- Coordinate, in conjunction with the Deputy Principal of Learning and Teaching the nomination of students in Years 10, 11 & 12 for any external competitions or awards;
- Be involved, with Heads of House, and the Deputy Principal of Learning and Teaching), in the process of promotion of students from Year 10 to 11, and from Year 11 to 12 as required;
- Assist the Deputy Principal of Learning and Teaching in ensuring effective communication of Senior Pathways information amongst staff;
- Assist the Deputy Principal of Learning and Teaching in the preparation of material for and execution of EXPO;
- Assume responsibility for and liaise with the Operations and wellbeing Leader -Kildare to ensure that all students are accommodated for their private study periods;
- Continue to develop the College's policies for School Assessed Coursework, VCE Authentication and the Appeals procedure, and Special Provision, and oversee their implementation;
- Assume responsibility for the planning and implementation of the Unit 4 Practice Exam schedule;



- Collaborate with all stakeholders for the organisation and presentation of end of Year 12 activities;
- Assume responsibility for the planning and implementation of the Senior Years Transition program;
- Assume responsibility for the following (with the assistance of the VASS Administrative Assistant):
 - The preparation of class lists
 - The operation of the VASS system at the College
 - Lists of Language Studies and Distance Education students
- Prepare an annual Senior Learning Programs budget;
- Encourage and support Senior Years/VET/VCAL teaching staff in maintaining their professional responsibilities with students;
- Organise year level assemblies as scheduled and/or required;

VCE/VASS Duties

The duties of the Senior Years Coordinator are to:

- Assume responsibility for all VCAA examinations held at the College and others for which we are the VCAA assessing school (eg LOTE, Performance). This involves being responsible for the organisation and running of all VCE Units and VET Units 3 and 4, the conducting of all tests and examinations and hiring of supervision staff. This extends to being responsible for ensuring the security of all Test papers and students' work and their safe passage to relevant bodies. In the event of school based tests being held at the same time, it also involves assisting the Director of Operations to nominate staff for the supervision of students as required before and after test sessions as well as during the actual test sessions;
 - Assume responsibility for all liaison with VCAA;
 - Represent the College at VCAA & VASS Network and Regional meetings as required;
 - Collect student data for entry into the VASS computer. This data will include:
 - Subjects and teachers for all students;
 - S/N results for all students;
 - SAC results for students in Units 3 & 4;
 - Administer VCE regulations as they apply to students in regard to the satisfactory completion of the VCE certificate, including attendance, completed outcomes and course work, and any other VCAA requirements;
 - Administer and distribute all results to students;
 - Administer applications for Special Provision;
 - Administer the College's authentication process in consultation with Subject teachers and Faculty Leader and Coaches;
 - Administer the mid-year and end of year VCE examination programs, including liaison with the Chief Supervisor and setting up of the examination centre;
 - Liaise with university officers for the University Enhancement Program;
 - Administer enrolments of Year 10 students undertaking VCE studies;
 - Oversee the administration of students enrolled in VCE Distance Education courses;
- NB It is acknowledged that in carrying out the various administrative duties pertaining to the role, there are peak periods which occur throughout the year, particularly:
- The first 2 weeks of Term 1
 - The June exam/semester changeover period
 - The November exam period (Year 11 exam week).
 - Accordingly support will be negotiated at these times.



Other

- Regular communication with the community in College publications on matters relating to this role;
- Conduct Annual Review Meetings of selected relevant staff;
- Perform other duties as may be required by the Principal.

All applicants should note that this role description is not intended to be a prescriptive document and therefore will change as the position develops and forms.

Key Selection Criteria:

All staff seeking positions of leadership should demonstrate:

- Commitment to the ethos, values and vision of Lavalla Catholic College as a Catholic school in the Marist tradition;
- Ability to articulate the vision of the College and to inspire a wide range of people in order to initiate programs, events and developments.
- Have a proven record of success as a secondary teacher, with an extensive knowledge of current educational theory and practice;
- Willingness to participate in the life of the school including attending and supporting extra-curricular activities that are related to the specific leadership position;
- Capacity and willingness to undertake their role with flexibility;
- Well-developed interpersonal skills and the ability to work collaboratively with members of the College community, other schools and educational authorities;
- Appropriate qualifications and experience to lead in this area;
- A strong commitment to continuous improvement in personal practice; and
- A willingness to represent Lavalla Catholic College in a public forum.

.Applicants are required to submit the following:

1. An introductory letter briefly outlining their suitability and interest in the position
2. A detailed curriculum vitae, including contact details for referees, one of whom must be from the applicant's current setting