

## POSITION DESCRIPTION

<b>Title:</b>	Year 9/10 Coordinator
<b>Reports to:</b>	Head of Secondary
<b>Direct reports to this role:</b>	
<b>Internal Liaisons:</b>	
<b>External Liaisons:</b>	Parents and external agencies
<b>Terms and Conditions:</b>	This is a teaching position with a maximum of 17 teaching periods per week.

### Geraldton Grammar School (GGS) Vision Statement

Geraldton Grammar School will provide outstanding education and a strong sense of community, cultivating people of integrity, independence of mind and a love of learning.

### Strategic Pillars

**Personalisation** - Ensure that our academic, co-curricular and wellbeing programs support and enable each member of a diverse student body to achieve their personal best

**Staff** - Attract, retain and develop talented staff who are aligned with the school's values and work hard to achieve the purpose and vision for Geraldton Grammar School

**Our School Our Future** - Plan for and maintain sustainable funding that allows us to invest in infrastructure and programs to achieve our goals

**Community** - Positively engage with our local community, educational partners, parents and alumni to encourage and foster mutual respect and valuable opportunities for cooperation

### Service and Values

- All responsibilities and activities are to be carried out in accordance with GGS ethos, values, and standards of behaviour as set down by the School and as amended from time to time
- It is expected that individuals will demonstrate and promote service excellence and support the School in its objectives at all times
- Participate in professional development activities conducted by GGS as required or directed.
- Support the Christian teachings and ethos of the School in the Anglican tradition

### Child Safety Commitment

All students who attend GGS have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have a zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at or is engaged by GGS in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and/or linguistically diverse backgrounds and those with a disability.

### Staff Obligation to Child Safety

All staff at GGS take an active role and are well informed of their obligations in relation to Child Safety under Ministerial Order No. 870 Child Safe Standards. The GGS Child Safety Commitment is incorporated into the School's employment cycle from recruitment and reference checking to induction and a commitment to regular Professional Learning. All staff at GGS are required to sign a statement that they have read, understood and agree to abide by the GGS Child Safety Policies and the GGS Staff Code of Conduct.

## Duties and Responsibilities

### Pastoral care and Student Engagement (academic)

- Oversee the pastoral care in conjunction with the Student Wellbeing Officer and Head of Secondary of students in Years 9 and 10.
- Attend Head of Department meetings (optional).
- Assist teachers in liaising with parents and guardians of students in Years 9 and 10.
- Maintain an awareness of child protection guidelines and support staff in their role with respect to child protective behaviours education.
- Facilitate, communicate and keep accurate records of referrals to external agencies and the Student Wellbeing Officer.
- Facilitate the planning and presentation of orientation programs for students at the commencement of the year and mid-year entries.
- Demonstrate care and concern for the spiritual, emotional, social and academic development of students in Years 9 and 10.
- Assist in the processes involved in subject selection from Year 10 to Year 11.
- Attend appropriate professional development to support this role.
- Maintain relationships with professional associations.
- Facilitate and manage Year 9 and 10 pastoral care programs ensuring the Personal Development Program (PDP) is current and relevant.
- Review the PDP program annually in Term 4 in conjunction with the Head of Secondary.
- Meet regularly with the Head of Secondary and the Student Wellbeing Officer.
- Attend all Student Wellbeing Committee meetings.
- Maintain accurate student records in SEQTA.
- Oversee and assist in a term-by-term assessment calendar for Years 9 and 10.
- Manage attendance for students in the Secondary School Years 9 and 10, develop plans for disengaged students and school avoidance.

### Organising and Coordination

- Oversee the smooth running of Years 9 and 10 in consultation with the Head of Secondary.
- Oversee the service learning programs in Years 9 and 10.
- Assist as required in the pastoral care report process for Years 9 and 10.
- Support the School in meeting all standards and other requirements for school registration as determined by the Minister for Education for all Independent Schools.
- Provide information for staff, as required in consultation with the Head of Secondary.
- Assist in the coordination and preparation of NAPLAN and OLN in Year 9.
- Assist in the management and welfare of students in Years 9 and 10 including student behaviour and standards while keeping the Head of Secondary and Principal informed.
- Coordinate the Years 9 and 10 Camp.
- Attend either the Year 9 or 10 Camp.
- Ensure all documents are prepared and presented in a professional manner using the School's style guide for documents leaving the School.
- Promote, coordinate and/or assist with curriculum and co-curricular incursions and excursions ensuring the approval processes and risk management processes are followed in a timely fashion for Years 9 and 10.
- Plan and prepare for the Year 9 and 10 PDP program, in conjunction with the Head of Secondary.
- Assist in the preparation of Secondary assemblies.
- Oversee academic progress in Years 9 and 10.
- Assist, as required, in the organisation of Secondary Presentation Day in conjunction with the Head of Secondary and the Deputy Principal.
- Facilitate the immunisation program for Year 10.

### **Engaging and Working with the Community (Service/Teamwork/Communication)**

- Serve as a good ambassador of the school. This includes conducting oneself in accordance with the professional standards of the school, including being well-groomed, wearing appropriate professional attire and managing a positive reputation both in person and online.
- Role model positive behaviours for colleagues, students and parents.
- Maintain professional confidentiality concerning information relating to staff and/or students.
- Enhance home and school partnerships by facilitating 2-way communication.
- Compile reports and articles for publications.
- Support school functions through attendance (e.g. Presentation Day and Valedictory Day).

### **Workplace Health and Safety**

- Comply with the School's Workplace Health and Safety policy, safe work procedures, instructions and rules, particularly in the correct use of equipment.
- Identify any unsafe behaviour, or unsafe or unhealthy conditions, and report these to the Principal.
- Adopt risk management strategies to minimise the risk of injury to people and property in the workplace.
- Be responsible for your own health and safety and for the health and safety of others in the workplace who may be affected by your acts or omissions at work.
- Co-operate with the Principal or other person so far as is necessary to enable compliance with any requirements under the Work Health and Safety Act.

### **Other**

- Completion of other duties as directed by the Principal.