



## SACRED HEART GIRLS' COLLEGE

### YEAR LEVEL LEADER

Sacred Heart Girls' College is a Catholic faith community enriched by the Our Lady of the Missions charism; a community where students are at the heart of all that we do.

We commit to honouring the uniqueness and gifts of each person by:

- Celebrating and strengthening our Catholic identity, history and heritage
- Creating an authentic, challenging, collaborative and safe learning environment
- Building a culture of excellence
- Adopting ethical and responsible practices that ensure sustainable use of resources
- Working in partnership with parents and the broader community.

The Year Level Leader is appointed by the Principal and is responsible to the Deputy Principal Students for wellbeing for learning. The Year Level Leader holds a significant position of leadership within the College and as such is expected to commit to the vision and values of the College and carry out leadership that reflects the vision and values articulated in the College Mission and Vision Statements and in accordance with the College Strategic Plan and Annual Action Plan. The Year Level Leader will provide cultural, pastoral, human and technical leadership to the relevant year level.

### POSITION RESPONSIBILITIES

#### CULTURAL LEADERSHIP

- Be a positive role model and actively and publicly promote and support the College, its mission, vision and values.
- Foster a positive climate within the year level that is compatible with the College ethos and expectations
- Where appropriate, share with the Principal and members of the College Leadership Team in being a presence in the school and the wider community
- Be a visible active presence within the year level
- Work with the Deputy Principal Students and/or Director Student Wellbeing in relation to the organisation of relevant activities and events that occur at the whole school and year level within and outside school hours
- Develop a climate conducive to professional discourse and collaboration

#### Specific duties

- Provide students with a child-safe environment in line with the Child Safe Standards and be familiar with and comply with the school's Child-Safe Policy and Code of Conduct, and any other policies or procedures relating to child safety
- Support members of the Leadership Team in working with the College community in implementing the College Strategic Plan and the Annual Action Plan
- Participate in relevant meetings such as Year Level Leaders' meetings
- Actively promote, organise and engage in, year level activities
- Support relevant members of the Mission & Ministry Team regarding the planning and implementation of retreats and other activities relevant to their Year Level
- Facilitate student voice and agency

- Work with the Deputy Principals and the Director of Student Wellbeing on the presentation and format of Year Level Information nights
- Write annual report for the College publication Cordis
- Promote the College through digital and print mediums

### **PASTORAL LEADERSHIP**

- Work with Deputy Principal Students and Counsellors in development of student support and safety plans
- Demonstrate a commitment to achieving evidenced-based best practice in matters relating to wellbeing for learning
- Lead staff in wellbeing for learning matters
- Lead staff in the development, implementation and review of innovative programs that ensure the College is meeting the holistic needs of students

#### **Specific duties**

- Meet regularly with Homeroom Teachers to discuss wellbeing and administrative matters concerning the year level and support Homeroom Teachers in monitoring the wellbeing of students.
- Attend PSG meetings and parent meetings as required
- Lead Year Level Assemblies
- Attend Year Level Leader meetings
- Attend wellbeing meetings with the Deputy Principal Students and College Counsellor to monitor individual student wellbeing
- Ensure Homeroom sessions are conducted in accordance with College expectations

### **HUMAN LEADERSHIP**

- Demonstrate excellent interpersonal and communication skills
- Demonstrate effective leadership of the Homeroom Teachers' Team
- Encourage and build leadership capacity of students and staff
- Work in partnership with parents/carers in the education of their children
- Facilitate processes and practices to ensure collaborative consultation, effective communication, sensitivity and respectful responses to student needs
- Implement evidenced-based innovative, inclusive programs that are responsive to student, parent and community needs
- Work in collaboration with Director of Student Wellbeing, Counsellors and Homeroom Teachers to develop and deliver a targeted Wellbeing for Learning Program

#### **Specific duties**

- Facilitate and support student voice and agency within the year level
- Convene student homeroom representative meetings
- Convene year level subject teachers' meetings as required
- Liaise with parents/guardians as required regarding student matters
- Liaise in a timely manner with the Deputy Principal Students regarding serious student concerns or issues
- Keep staff informed about pertinent decisions and issues affecting the whole year level
- Keep staff informed about year level activities and events
- Keep parents/carers informed about decisions and issues affecting the year level and events and activities specific to that year level
- Attend Leadership formation days scheduled by the College and identified on the annual calendar

## TECHNICAL AND ORGANISATIONAL LEADERSHIP

- Demonstrate high levels of organisational and administrative skills
- Maintain records in accordance with College policy and practices
- Plan, organise and co-ordinate programs and processes relating to wellbeing for learning
- Lead, coordinate and manage the year level team

### Specific duties

- Lead staff in student compliance in conjunction with the Deputy Principal Students
- Ensure year level attendance records are accurately maintained and absences followed up as per College policy
- Oversee student incident and detention entries and actions
- Maintain accurate notes regarding students
- Ensure any pertinent information regarding a student is uploaded to SIMON as appropriate
- Manage all resources including budget, equipment, rooms
- Oversee the accuracy and appropriateness of Homeroom Reports as per Assessment and Reporting Guidelines

## VARIATION TO THE ROLE

The principal, or delegate may assign other duties from time to time, which are broadly consistent with the role or vary the Position Description, after consultation, in response to the changing needs of the College.

## TERMS AND CONDITIONS

The successful candidate will be provided with a Staff Handbook that sets out the expectations and requirements of employment at the College. Child protection legislation requires preferred applicants to be subject to employment screening. Sacred Heart Girls' College supports the principles of equal opportunity employment and encourages diversity in the workplace.

<b>Reports to</b>	Deputy Principal Students
<b>Internal Liaisons</b>	Leadership Team, Counsellors, Learning Diversity Leader, Director of Student Wellbeing, Community Relations and Engagement Team, Transition Team, staff and students
<b>External Liaisons</b>	Relevant agencies, parents/carers
<b>Conditions</b>	POL level 3, Time release 12 periods per cycle (60 min periods) As part of the Year Level Leader duties they will attract 1 period allowance to be an active participant in the Year Level Wellbeing period for Years 7-8 and 10-12.
<b>Appointment Time</b>	2024-2026 (with mid-term appraisal)