



HOPE
CHRISTIAN COLLEGE

Senior Schooling Coordinator (Yrs 10-12) Role Statement

“And whatever you do, do it heartily, as to the Lord and not to men.” Colossians 3:23

Senior Schooling Coordinator, Years 10-12, is an important leadership role at Hope Christian College. The role of Senior Schooling Coordinator, Years 10-12, is pivotal in developing and maintaining student and staff culture. They have a vision for the growth and advancement of Years 10-12 students. They understand Years 10-12 in the context of the Senior Schooling and the whole of the College and have the capacity to shape student life. They have a significant role with regard to student well-being, learning outcomes and behaviour management. They will develop excellent relationships with parents. The broad scope of this role means that the Coordinator has a significant responsibility towards, and some authority over, a number of teaching staff. They will be able to create and maintain a highly collaborative environment. They develop the cohesion of the Senior School. They work with teachers to grow teacher capacity, and well-being, through mentoring. The Coordinator will have a degree of autonomy and be able to work independently. They work collaboratively with other Coordinators and Key teachers and understand how they relate to other sections of the College and how other sections relate to Years 10-12. The Senior Schooling Coordinator, Years 10-12, is responsible directly to Head of School and is responsible to Principal through the Head of School. They are responsible to the Business Manager in matters of finance. They will enjoy a good working relationship with the Principal and Heads of School. They will be skilled in the areas of leading and managing students and staff, as well as planning and Human Relations.

The role of Senior Schooling Coordinator, Years 10-12 at Hope Christian College is to be read in conjunction with the Teacher Role Statement. The personal, professional and general teacher responsibilities which are contained in the Teacher Role Statement document and also apply to the Senior Schooling Coordinator, Years 10-12. The role of Senior Schooling Coordinator, Years 10-12, forms part of a full-time teacher load.

Personal Qualities

The Senior Schooling Coordinator at Hope Christian College will have the following personal qualities:

- Sincere Christian faith with an active weekly commitment to a mainstream, evangelical church fellowship
- Commitment to Christian education through teaching
- Authenticity and honesty in all relationships
- Flexibility
- Compassion and warmth towards students, parents and staff
- Support for the partnership between Hope Christian College and Craigmore Christian Church
- Discernment
- Resilience and a work-life/life balance

Professional qualities and abilities

- Support for the educational aims and Christian world view of Hope Christian College
- Demonstrate an understanding of the needs of students in the Senior Schooling years (10-12)
- Lead staff in teaching practice, behaviour management, curriculum development and implementation
- The ability to lead students through a meaningful exploration and fulfilment of the curriculum
- The ability to make decisions through collaboration, consultation and consensus
- The ability to communicate effectively and succinctly, and possess conflict resolution skills
- Effective time management including the ability to schedule and prioritise
- An exemplary teaching ability

Position responsibilities

- Key Responsibilities to Students
 - Assist in developing a safe, stimulating and nurturing environment in the Senior Schooling years
 - Form professional teacher/student relationships
 - Oversight of duty of care in the Senior Schooling years in conjunction with the Head of Senior School
 - Assist in the oversight of pastoral care including devotions, Chapel and the spiritual life of the student body, and fostering the gospel in the classroom
 - Regular consultation with Senior Schooling staff regarding students at risk
 - Oversight of student wellbeing in conjunction with the Head of Senior School
 - Gathering student exit data in conjunction with the Head of Senior School
- Key Curriculum Responsibilities
 - Liaise with the Curriculum Coordinator and other key staff to assist staff to meet curriculum goals
 - Maintain an awareness of the learning and achievement of Senior Schooling students

- Implement measures to improve student learning as determined by the Head of Senior School
- Assist with and attend year level camps and excursions and retreats as directed by the Head of Senior School
- Key Administration Responsibilities
 - Assist with behaviour management responsibilities for Years 10-12 classes and Home Groups
 - Assist with ensuring compliance in matters of attendance including student non-contact lessons
 - Attend and convene appropriate staff meetings
 - Assist in the student reporting process
 - Assist with the induction of new Senior Schooling staff
 - Assist with rostering as directed by the Head of Senior School
 - Assist with oversight of the Study Hall
 - Assist with Year 12 events and activities
 - Assist in managing student drivers
 - Oversight of 12 Jumpers
- Key Professional Responsibilities
 - Be involved in ongoing professional learning
 - Maintain registration status
- Parent liaison
- Other responsibilities as needed and directed by the Principal or their representative

Tenure: Three years

Release time: 3 Lines inclusive of the full-time teacher release line

Remuneration: Band 2 Level 2

Appointee name Appointee signature Date

Principal Signature..... Date.....