



Role Description

Year Level Co-ordinator

Introduction

In our Sacred Heart School, there has been a long tradition of particular care for every student. It is the policy of Sacré Cœur to live out the values that reflect its Sacred Heart tradition. These values are embodied in the Goals of Sacred Heart education, which are:

1. A personal and active faith in God
2. A deep respect for intellectual values
3. The building of community as a Christian value
4. A social awareness that impels to action
5. Personal growth in an atmosphere of wise freedom

Sacré Cœur places an emphasis on serious study and academic excellence. The curriculum is designed to engender the integral development of students, encouraging physical, intellectual, moral, creative and spiritual growth in a supportive and co-operative learning environment.

Role overview

The Year Level Co-ordinator is responsible for all matters relating directly to the Year Level, the overall learning and wellbeing of students in the Year Level and for promoting and fostering the development of a positive and cohesive sense of community amongst students and staff. The Year Level Co-ordinator works closely with the Homeroom Teachers as facilitator of an effective team. The role of Year Level Co-ordinator is grounded in the goals of Sacred Heart Education and these should be evident in the modelling provided by this person in their dealings with students, staff and parents/caregivers.

Reports to

The Year Level Co-ordinator is responsible to the Principal through the appropriate Education Leader and the Director of Students P-12.

Key Duties and Responsibilities

Key duties and responsibilities include but are not limited to:

Student Development / Wellbeing Role

- In conjunction with the appropriate Education Leader and the Director of Students P-12, create a Pastoral Program that is diverse and addresses the wellbeing areas pertinent to the specific year level and addresses the personal and social capabilities
- Promote of the Goals of Sacred Heart Education with an emphasis on living the annual Focus Goal within the Year Level
- Monitor the general wellbeing of students at the Year Level, including regular meetings with the Homeroom Teacher/s, School Psychologist/s, the Education Leader/s and the Director of Students P-12
- Meet with the Director of Learning and Teaching P-12 and the Head of Learning Diversity P-12 as required in relation to students' academic programs.
- Offer support to students when needed, including referral to other key people when required
- Communicate relevant information about students to teachers and appropriate administrative staff
- Facilitate an atmosphere of co-operation and respect amongst the students, staff and families of the Year Level
- Provide leadership through positive role modelling for teachers and students at the Year Level
- Be present on the Year Level floor or in YLC Office each morning from 8:10am
- Facilitate channels for parent/teacher/student contact
- Monitor standards of behaviour, appearance and uniform requirements amongst students
- Work with the appropriate Education Leader and the International Student Manager to facilitate a smooth transition for students new to the School, having an awareness of the needs of students with diverse cultural/language/learning/ wellbeing profiles, for example, EAL students
- Employ Restorative Practices to manage student behaviour and relationships with students, parents/caregivers and staff.

Educational Role

- Monitor attendance
- Monitor academic efforts and progress

Organisational Role

- Co-ordinate activities and/or liaise with relevant staff
- Plan and deliver an orientation program at the start of each year and Pastoral Program to the Year Level
- Work with the appropriate Education Leader and the Director of Students P-12 to effectively transition new students into the Year Level
- Provide detailed handover of student files and relevant student documentation
- Monitor the academic progress of all students in the Year Level
- Follow up academic progress concerns through Year Level Student Reviews
- Conduct social events offered to the Year Level where applicable
- Facilitate meetings of Homeroom Teachers and subject teachers at the Year Level
- Attend regular scheduled Wellbeing meetings of all Year Level Co-ordinators and School Psychologists and Education Leaders, chaired by the Director of Students P-12.
- Attend regular meetings with School Psychologist/s and Education Leader/s to discuss wellbeing and safety issues pertinent to students within the Year Level

- Disseminate information to parents/caregivers
- Consult with the Head of Learning Diversity P-12 when required
- Course writing / review of Pastoral Handbook, including ongoing development and review of the Pastoral Program
- Prepare a budget for the Year Level
- Prepare and present nominations to the appropriate Education Leader for awards and scholarships specific to Year level
- Support and implement Sacred Heart initiatives

Other Duties

- Facilitate a smooth start to the year by helping to foster a physical environment that instils pride and care, preparing Year Level relevant information (e.g. displaying class lists in appropriate places, signage, create and display locker labels)
- Convey important information (eg health, academic and social concerns) about students to relevant staff at the beginning of the year
- Facilitate first day activities
- Establish communication processes to ensure students are aware of day-to-day activities
- Run regular Year Level Assemblies
- Organise, plan, run and minute Year Level Support Group
- Follow up issues of concern from Year Level Support Group
- Communicate with parents/caregivers about students in terms of their academic progress, illness, or other wellbeing issues
- Maintain accurate and up-to-date student files
- Parent/caregiver contact as required via telephone, email
- Conduct parent meetings as required, in the presence of another staff member if possible
- Create and implement project/s that fulfil the Sacred Heart Focus Goal for the year
- Write articles for the Newsletter, Burke Road Bulletin and Cor Unum about key Year Level events as required
- Divide current Year Level students into new classes at the end of the year for the year ahead, in conjunction with the Education Leader/s, the Director of Students P-12, School Psychologist and appropriate staff
- Plan and organise an end of year program and/or excursion where applicable
- Attend PSG meetings as required

General

- Meet with the appropriate Education Leader on a regular basis about all matters pertaining to the Year Level Co-ordinator role
- Maintain an active partnership with the Marketing Team, contributing to social media activity and supplying articles or updates for newsletters and publications
- Other duties as directed by the Principal.

Specific Duties and Essential Functions

Specific Duties of the Years 5 and 6 Co-ordinator include but are not limited to:

Work with the Education Leaders 5-8 (and when necessary, Education Leader P-4) and the Director of Students P-12 to:

- Organise, facilitate and run Orientation Morning for incoming Year 5 students - October of year prior
- Facilitate and organise Year 5 Parent Information Evening – November of year prior
- Organise Orientation Morning in January each year
- Liaise with the Admissions for testing of incoming Year 5 students
- Design, produce and distribute Transition Booklets for incoming Year 5 students
- Liaise with the Director of Learning and Teaching P-12 and the Director of School Operations P-12 for Year 5 NAPLAN testing schedules
- Meet as required with the Director of Learning and Teaching P-12 and the Head of Learning Diversity P-12 and Education Leader 5-8 to examine test results and to allocate students into specific learning programs best suited to their learning.
- Liaise and plan the Years 5 and 6 Level Camps with the Education Leader 5-8, including organising students into appropriate activity and room groups
- Liaise with Admissions to organise Information Packs for the Information Evening
- Management of Year 5 and Year 6 Student Leadership Program

Specific Duties of the Year 7 Co-ordinator include but are not limited to:

Work with the Education Leader 5-8 and the Director of Students P-12 to:

- Facilitate the Transition program from Year 6 to Year 7
- Organise, facilitate and run Orientation Morning for incoming Year 7 students - October of year prior
- Facilitate and organise Year 7 Parent Information Evening – November of year prior
- Organise and facilitate Orientation Morning in January each year
- Liaise with the Admissions and Community Manager for testing of incoming Year 7 students
- Design, produce and distribute Transition Booklets for incoming Year 7 students
- Design, distribute and collate Transition program evaluations
- Liaise with Admissions to organise Information Packs for the Information Evening
- Arrange in conjunction with HRTs, Welcome Letters to all incoming Year 7 students from current Year 7 students
- Liaise as required with the Director of Learning and Teaching P-12 and the Director of School Operations P-12 and the Education Leader 5-8 for NAPLAN testing schedules for Year 7 students
- Meet with the Director of Learning and Teaching P-12 and the Head of Learning Diversity P-12 to examine test results and to allocate students into specific learning programs best suited to their learning.
- Disseminate test result information relevant to specific teachers and HRTs

- Liaise and plan the Year 7 Level Camp with the Education Leader 5-8 and the Director of Students P-12, including organising students into appropriate activity and room groups
- Organise and conduct the Information Evenings as required
- Support relevant Drama staff in selection and management of students involved in junior performance activities

Specific Duties of the Year 8 Co-ordinator include but are not limited to:

Work with the Education Leader 5-8 and Director of Students P-12 to:

- Liaise with the Director of Learning and Teaching P-12 regarding organisation of curriculum-based programs / projects / learnings, includes but not limited to, the running and organisation and facilitation of City Cite
- Distribute information to the students, staff and parents/caregivers about programs
- Liaise with the Director of School Operations P-12 re staffing of programs, as required
- Support the relevant Drama staff in the selection/management of students involved in, junior performance activities
- Organise and conduct Subject Selection sessions
- Actively support the Year 8 Interdisciplinary Project
- Develop initiatives which promote student voice and student leadership

Specific Duties of the Year 9 Co-ordinator include but are not limited to:

Work with the Education Leader 9-12 and the Director of Students P-12 to:

- Liaise with the Director of Learning and Teaching P-12 re the Notre Monde program
- Teach in the Notre Monde Program
- Coordinate the Collaborative Program with St Kevin's and Loreto Mandeville Hall
- Organise and conduct Information Events and assist with, and attend, Subject Selection Events relevant to Year 9
- Liaise and plan the Year 9 Level Camp with the Education Leader 9-12 and the Director of Students P-12, including organising students into appropriate groupings
- Inform Year 9 students of exam and study techniques, exam process
- Liaise with Director of Learning and Teaching P-12 and Learning Leaders regarding Examination protocols and requirements (e.g. ensure no assessment is scheduled in the week before exams)
- Liaise with the Director of School Operations P-12 to ensure examination papers are returned at the end of Semester 1 and 2
- Liaise with the Director of Learning and Teaching P-12 and the Director of School Operations P-12 and the Education Leader 9-12 re NAPLAN testing schedules

Specific Duties of the Year 10 Co-ordinator include but are not limited to:

Work with the Education Leader 9-12 and the Director of Students P-12 to:

- Assist the Careers Counsellor with running the Careers Program at Year 10 including organising guest speakers, Work Experience, Careers testing, Careers testing feedback evening, Careers night and individual Careers interviews

- Coordinate and manage the Year 10 Dancing Programs including the final social evening in conjunction with Xavier College and St Kevin's College
- Liaise and plan the Year 10 Level Camp with the Education Leader 9-12 and the Director of Students P-12, including organising students into appropriate groupings
- Organise and conduct Year 10 Information Events and attend and assist with Subject Selection Events
- Organise for the VCE Co-ordinator and the Director of Learning and Teaching P-12 to speak to students undertaking a Year 11 subject
- Liaise with the Director of Learning and Teaching P-12, Director of School Operations P-12 and VCE Co-ordinator on examinations and special provision for students undertaking a Year 11 subject
- Prior to swap-over of Humanities/Science classes each semester, and electives, provide these teachers with PCAs from the past term that are relevant to the students they will be teaching in the upcoming term.

Specific Duties of the Year 11 Co-ordinator include but are not limited to:

Work with the Education Leader 9-12 and the Director of Students P-12 to:

- Book/confirm all guest speakers and facilitate seminars
- Liaise as required with the Director of Learning and Teaching P-12, the Education Leader 9-12 and the Director of School Operations P-12, Head of Learning Diversity P-12 and the VCE Co-ordinator on examinations and special provision
- Oversee running of Year 11 Social
- Liaise with subject teachers if students miss an AT through illness
- Consult with Year 12 YLC on Headstart Program
- Liaise with Global Connections Leader P-12 about overseas students visiting Year 11 classes
- Assist with the organisation of students entering the examination venues
- Liaise with the Director of School Operations P-12 and the Head of Information Services P-12 about student use of the Library during the examination period
- Coordinate Blue Ribbon Leadership process with the Director of Students P-12
- Organise and conduct VCE Information Events and attend and assist with Subject Selection Events
- Plan and manage the Year 11 final day
- Organise the ordering and distribution of Leadership rings

Specific Duties of the Year 12 Co-ordinator include but are not limited to:

Work with the Education Leader 9-12 and the Director of Students to:

- Organise and conduct VCE Information Events and attend and assist with Subject Selection Events
- Assist the VCE Co-ordinator with the administration of VCE related issues and events (eg Examinations)
- Assist the Director of School Operations P-12 and Director of Learning and Teaching P-12 to coordinate the Headstart Program

- Liaise with Careers Counsellor in regard to implementation of Careers Programs, Tertiary Transition Program, VTAC briefings, VTAC selection process and other career-related activities
- Monitor the use of the Common Room and the Year 12 area
- Monitor the use of student study periods including use of the Studio and classrooms
- Oversee the writing of School References by Homeroom Teachers
- Plan and manage, with the Director of Mission P-12 and Homeroom Teachers, the Procession of Lanterns
- Assist School Captains with organisation of Year 12 rugby jumpers
- Meet on a fortnightly basis with the Year 12 Homeroom Team
- Meet on a regular basis with the Director of Students P-12, Education Leader 9-12, VCE Co-ordinator, School Psychologist/s and the Careers Counsellor
- In conjunction with the Deputy Principal, Director of Staff P-12, plan and manage the Vale evening
- Plan and manage Year 12 Formal at the start of the year.
- Plan and manage the 'End of Year activities'
 - o Production of the Vale booklet
 - o Planning of the School based Vale Events
 - o Assist the Director of Mission P-12 in planning the Graduation Mass
 - o Plan and manage the Final Formal Assembly

General Expectations

Professional Development

As required, attend learning area meetings, staff meetings; participate in professional development seminars for teachers and/or for administration staff.

Internal Relationships

Apart from the appropriate Education Leader, primary relationships for the position are:

- Leadership Team
- Education Leader/s
- Homeroom Teachers / Class Teachers
- School Psychologist/s
- Head of Learning Diversity P-12
- Marketing Team
- Finance Team
- ICT Team
- Staff
- Students

External Relationships

- Parents/caregivers
- External networks

Direct Reports

- Class and Homeroom Teachers

Key Selection Criteria

Qualifications and Experience

Appropriate academic qualifications, suitable experience and a background relevant to the role and a tertiary qualification in Student Wellbeing, would be highly desirable.

Accreditation to Work in a Catholic School or *working towards this*.

Also, desirable the candidate would hold a Post Graduate degree in educational management / leadership / student wellbeing / administration or relevant area or working towards this.

Knowledge, experience and skills

Essential

- Outstanding interpersonal skills and the ability to develop and maintain excellent relationships with members of the School community and members of the public
- Suitable teaching experience and with a relevant background in either professional development or qualifications, and who is willing to continue such development as supported by the School
- The ability to work productively and collaboratively as part of the School's Wellbeing Team to achieve shared goals
- Well-developed communication skills including effective writing skills and oral presentation skills
- A willingness to support and promote Sacré Cœur values
- Outstanding problem-solving and conflict management skills
- Model excellence and innovation in management and administration
- Capable of working effectively with others and managing workloads
- A demonstrated agent of change
- A collaborative, professional, confidential and discretionary manner of operation
- An ability to grow professional capacity of others in the learning community
- The ability to work productively and collaboratively as part of the School's leadership team to achieve shared goals
- Flexibility with an ability to work in different teams
- Model excellence and innovation in organisation, management and administration
- Capable of working effectively with others and managing workloads
- Ability to perform all tasks with attention to detail

Highly Desirable

- Highly developed written and verbal communication skills, including presentation skills and sound administrative skills
- Highly developed IT skills, including Microsoft Office Professional and Adobe Suite, and experience with content management software programs

- An ongoing commitment to professional development and a capacity to adapt to new technologies.

Personal Requirements and Competencies | All Staff

- Alignment with School values
- Understanding of the traditions and spirituality of a Sacred Heart (RSCJ) school and ability to confidently articulate them
- Upholding and promoting Restorative Practice in working with students, parents/caregivers and staff
- High level of professional personal presentation
- Professional, warm, positive and welcoming presence
- Capacity to maintain high levels of confidentiality
- Enthusiastic and highly motivated to contribute
- Operates effectively in a team environment, maintains high work standards with minimal supervision and high attention to detail
- Demonstrates flexibility and operates effectively in a changing environment

Child Safety | All Staff

Sacré Cœur is committed to the safety, wellbeing and inclusion of all our students.

The School has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse.

Particular attention is paid to the most vulnerable children (Aboriginal and Torres Strait Islander, culturally and/or linguistically diverse backgrounds and children with a disability).

In this context, Sacré Cœur implements a regular and comprehensive Child Safety and Protection program across the entire Sacré Cœur community.

All staff at Sacré Cœur take an active role, and are well-informed of their obligations, in relation to Child Safety under Ministerial Order No. 1359 Child Safe Standards – managing the risk of child abuse in schools. Employment at Sacré Cœur is subject to school policies including the Child Safety Policy, Child Safety Code of Conduct and Child Protection – Reporting Obligations Policy, being read, understood and adhered to by being proactive in reporting any concerns or identified risk. Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.

Sacré Cœur has robust human resources, recruitment and vetting practices that are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out VIT, Working with Children, police record check *where required* and reference checks to ensure that we are recruiting the right people.

Terms and Conditions

The Year Level Co-ordinator will be employed under the terms and conditions of the Catholic Education Multi Employer Agreement 2022. A formative appraisal will take place during the third year of tenure.

A time allowance relating to the pastoral program and assemblies / Mass will be set by the School on an annual basis.

This role includes a teaching load.

Employment status	Teaching Role Ongoing Year Level Co-ordinator Tenured
POL Time Allowance	POL 2 9 periods per cycle (7-12) POL 2 9 periods per cycle TBC (5+6)*
Length of Tenure	4 years 2027-2030
Role Description <i>reviewed</i>	April 2026
Role Description <i>document update due</i>	March 2028**

**The final time allowance will be determined by the incumbent's teaching allocation across Primary, Secondary, or both sectors.*

***As per organisational practice, this role description will undergo a joint review by the incumbent, their Direct Line Manager and the Human Resources Manager to ensure continued relevance and alignment with School objectives. The review objectives are aligned with:*

Five Goals of Sacred Heart Education that - are used to create a holistic education designed to educate the whole child

Sacre Coeur's Strategic Plan 2023-2027 - that focuses on providing a visionary, responsible education rooted in the Sacred Heart values

Future Fit Framework that - guides our approach to learning, centered around five core values: Excellence, Purpose, Care, Hope, Connection

Equal Opportunity

Sacré Coeur is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Aboriginal and Torres Strait Islander peoples are encouraged to apply for all positions at Sacré Coeur.

Summary

This Role Description is a guide only and is not intended to be an exhaustive or exclusive list of duties attached to this position. It is subject to review in response to the changing needs of the School and the development of skills and knowledge of the successful incumbent. The expectations outlined in this document also serve as a reference point to support ongoing feedback, role clarity, and professional growth.

Acknowledgement

I hereby acknowledge receipt of the role description and formally accept the duties, expectations, and conditions therein.

Print Name

Signature

Date.....

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