

## YEAR 7 - 12 YEAR LEVEL LEADER (YEARS 7-9) / (YEARS 10-12)

**CLASSIFICATION: LEADING TEACHER**

**START DATE: JANUARY 28, 2022**

**TENURE: 4 YEARS**

**REPORTS TO: SECONDARY PRINCIPAL**

**RELEASE TIME PER FORTNIGHT: 18 PERIODS\***

### ROLE

**Year Level Leaders** will report to the Secondary Principal and liaise closely with the Secondary Assistant Principal, including actions regarding new student entry, transition and student exits. These positions are an integral part of the College's Wellbeing Team and contribute directly to the implementation of the Student Wellbeing and Engagement Policy.

The Year Level Leaders support both students, families and staff within their designated role (7 to 9, 10 to 12). Year Level Leaders:

- Respond to, follow up on, and manage Student Behaviour across the college, with specific focus on relevant Year Level Cohorts
- Support classroom teachers with the implementation of the College's Developmental Management Approach to Classroom Behaviour (DMA)
- Support classroom teachers with the implementation of Berry Street Education Model
- Support classroom teachers with the implementation of the Rights, Resilience and Respectful Relationships in Schools Curriculum
- Monitor attendance and assist with follow up on repeated student absences
- Coordinate student referrals to Student Wellbeing Staff
- Monitor and follow up uniform
- Coordinate camps and special events
- Develop and distribute exam timetables 3 weeks before exam week.
- Year Level Leaders facilitate improved student engagement and learning outcomes by:
  - Increasing attendance for students identified at risk of disengagement
  - Working with special education and PSD staff and wellbeing team to support students with additional learning needs (eg. participation in SSG meetings and implementation of ILPs)
  - Providing a safe and secure school learning environment

### RESPONSIBILITIES

Leading teachers will be highly skilled classroom practitioners and undertake leadership and management roles commensurate with their salary range. The role of leading teachers is to improve the skill, knowledge and performance of the teaching workforce in a school or group of schools and to improve the curriculum program of a school. Typically, leading teachers are responsible for coordinating a number of staff to achieve improvements in teaching and learning which may involve the coordination and professional support of colleagues through modelling, collaborating and coaching and using processes that develop knowledge, practice and professional engagement in

others. Leading teachers are expected to lead and manage a significant area or function within the school with a high degree of independence to ensure the effective development, provision and evaluation of the school's education program. Leading teachers will be expected to make a significant contribution to policy development relating to teaching and learning in the school. A leading teacher has a direct impact and influence on the achievement of the school goals. Leading teachers are usually responsible for the implementation of one or more priorities contained in the school strategic plan. Position responsibilities In recognition of the importance of leadership and management combined with exemplary teaching practice for improved student learning outcomes, the key roles of the leading teachers may include but are not limited to:

- Support the implementation of the School Strategic Plan, the Annual Implementation Plan and curriculum initiatives
- leading and managing the implementation of whole-school improvement initiatives related to the school strategic plan and school priorities
- leading and managing the implementation of whole-school improvement strategies related to curriculum planning and delivery
- leading and managing the provision of professional learning and developing individual and team performance and development plans for teaching staff within the priorities of the school
- leading and managing staff performance and development (review of staff)
- teaching demonstration lessons
- leading and managing the development of the school's assessment and reporting policies and practices
- leading and managing the implementation of the school operations and policies related to student wellbeing and behaviour management
- leading the development of curriculum in a major learning area and participating in curriculum development in other areas
- responsibility for general discipline matters beyond the management of classroom teachers
- contributing to the overall leadership and management of the school
- contributing to the development of proposals for school council consideration

## SPECIFIC DUTIES

The role of the Year Level Leaders at the College will be to facilitate high level school improvement in the provision of education programs in the Secondary School, discharging the role described on page 1, and the following specific duties:

Year 10 to 12 Leader	<p>In collaboration with the Careers Advisor and MIPs Coordinator, counsel students regarding their choice of programs and pathways plans.</p> <p>Maintain effective communication with parents in relation to student progress and attendance, course selection recommendations.</p> <p>Supervise and support the consistent implementation of VCAA and VTAC policies and processes involving students and staff.</p> <p>Administer accurate student record keeping, including academic results and attendance.</p> <p>Administer the production of student handbooks and the arrangement of parent information evenings.</p> <p>Administer the provision of an effective Orientation Program at each year level such as early commencement, study skills programs and camps.</p> <p>Administer applications for SEAS through VTAC and work with the Pathways team to ensure all students have VTAC applications completed.</p>
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	<p>Ensure that all VCE teachers comply with VCAA requirements specific to their subject area.</p> <p>Build on the partnership with La Trobe University, strengthening programs that will enhance student learning outcomes in the Senior Curriculum.</p> <p>Work as an effective member of the Pathways team to ensure senior students are well supported in the completion of their VCE / VCAL and future pathways choices.</p> <p>Prepare and lead VCE Team meetings at least once a term, or as required by the CLTC meeting schedule</p> <p>Distribute information and materials promptly to all staff teaching Year 10, 11 and 12 classes</p> <p>Ensure VTAC and VCAA policies and processes are implemented within documented timelines and guidelines.</p> <p>In consultation with teachers, assist with the development of the Year 10 to 12 exam timetables for mid-year and end-of-year exams.</p>
Year 7 to 9 Leader	<p>Lead and facilitate an effective Orientation and Induction Program for Year 7 Students.</p> <p>Administer the provision of an effective Orientation Program at other year levels such as early commencement, study skills programs and camps.</p> <p>Administer and organise the Year 9/10 elective program</p> <p>In consultation with teachers, assist with the development of the Year 7 to 9 exam timetables for mid-year and end-of-year exams</p> <p>Assist with Year 6 to 7 transition program.</p> <p>Lead, administer and develop the Year 7 to 9 Real-ED program, ensuring that all relevant planning, instruction and assessment is completed with consistency.</p>

*\* please note, time release allocations are for planning purposes, and are indicative only at this stage. They will be negotiated in the context of workforce planning with the successful applicants.*