



# CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

<b>Title</b>	House and Student Leadership Coordinator
<b>Classification</b>	Full Time Ongoing Teaching Role
<b>Position of Leadership</b>	POL 1
<b>Time Allowance</b>	6 x 70 minute periods per 10 day cycle
<b>Length of Appointment</b>	3 years
<b>Key Reports</b>	Deputy Principal Wellbeing and Director of Student Wellbeing
<b>Award</b>	Catholic Education Multi Enterprise Agreement 2022
<b>Membership</b>	Wellbeing Leadership Team

## Purpose of the Position

The House and Student Leadership Coordinator is responsible for the planning and fostering the development of the Student Leadership program of the College. This leadership position manages all aspects of Student Leadership each year including College events, meetings and activities.

The House and Student Leadership Coordinator encourages and supports strengthening House spirit, College community and leadership amongst students. The role will require the staff member to be a mentor to students, to advise student representatives and assist them in completing tasks and proposals throughout the year.

The House and Student Leadership Coordinator will actively participate in the implementation of the College mission and vision statement and be guided by the College motto of *Live Fully Act Justly*.

## Portfolio Responsibilities

1. Facilitate and manage the Student Leadership Program
2. Foster a culture amongst students and staff to promote House spirit and participation in House events
3. Manage the process of appointment of College Captains, College Vice-Captains, Performing Arts Captain, Faith and Social Justice Captain, House Captains and Year 7-10 Student Leaders
4. Facilitate weekly Student Leadership meetings
5. Organise weekly rosters for student leaders for the distribution of sporting equipment at recess and lunch, for student leaders to raise and lower the College Flags and for student leaders to facilitate College tours
6. Facilitate and develop Student Leadership days that focus on developing the leadership skills of students
7. Facilitate and oversee the organisation of Student Leadership Camp in conjunction with the Director of Student Wellbeing and the Deputy Principal Wellbeing
8. In conjunction with the Deputy Principal Wellbeing be responsible for the involvement of student leaders in the College Investiture Ceremony, College assemblies and events

9. In conjunction with the Head of Faith and Mission be responsible for the involvement of student leaders with College masses
10. In conjunction with the Head of Faith and Mission and the Social Justice and Service Learning Leaders support College fundraising activities
11. Develop and coordinate the House points-based competition in collaboration with the Camps and Sports Coordinator
12. Liaise with the Camps and Sports Coordinator regarding Student Leader support at College Swimming and Athletics Carnival
13. Liaise with Head of Music Performance regarding House Music Festival
14. Assist student leaders in creating and developing proposals that will be presented to the College Leadership team
15. Maintain regular updates in College newsletter and social media relating to student leadership matters
16. Liaise with Director of Student Wellbeing and the Deputy Principal Wellbeing regarding student leadership matters and updates
17. Other duties assigned by the Principal and Deputy Principal Wellbeing

### **Child Safety**

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- 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
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment

### **Key Selection Criteria**

1. An understanding and full support of the Catholic Regional College Caroline Springs Vision and Mission Statement and the values that underpin it
2. The capacity to provide leadership that is characterised by a commitment to the Catholic Faith and our College motto *Live Fully Act Justly*
3. A clear vision for the development of a successful Student Leadership program
4. Excellent leadership, organisational and administrative skills
5. Highly developed interpersonal and communication skills
6. An ability to work collaboratively and facilitate dynamic teamwork
7. An understanding of effective use of educational research regarding student voice and agency
8. Proven success as an exemplary teacher

9. Appropriate qualifications and educational experience.

### **Final Statement**

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the College may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.

### **Application Procedure**

Prospective candidates are asked to submit their application via our employment portal ([crccsvic.bamboohr.com/careers](http://crccsvic.bamboohr.com/careers)).

Applicants will be required to submit a cover letter addressing the key selection criteria (maximum 4 x A4 pages) along with an up-to-date resume.

Applications should be addressed to the College Principal Mr Jamie Madigan

**Applications close:** 9am Monday 21<sup>st</sup> August