



## MANDURAH CATHOLIC COLLEGE

Mandurah Catholic College is a K-12 Catholic co-educational day school, with approximately 1650 students enrolled in 2017. Established in 1992, the College is located on a picturesque, 12-hectare bushland site situated two kilometres from the Mandurah town centre.

The Principal of Mandurah Catholic College invites applications from suitably qualified persons for the position of

### **HEADS OF YEAR (Years 7-9)**

**Full-time, ongoing, 1.0 FTE  
Commencing 1<sup>st</sup> January, 2018**

This person will be experienced in working in a Head of Year position or equivalent in an educational setting. They will be well organised and responsible for the Pastoral and Academic overview of their respective Year group. The successful applicant will be a committed member of our College.

**All applications are required to have a Statement of Service, Working with Children Check and TRBWA registration. Successful applicants will be experienced, dynamic and supportive of the Catholic ethos. Details of the College can be viewed at, [www.mcc.wa.edu.au](http://www.mcc.wa.edu.au) or by contacting the College on 9531 9507.**

Resume, College application form and covering letter addressed to the Principal with the names and telephone numbers of three referees (one of whom should be your Parish Priest), should be submitted to:

Human Resources Officer  
Mandurah Catholic College  
PO Box 615  
MANDURAH WA 6210

Fax: 9535 8558

E-mail: [MCCHumanResources.mcc@cathednet.wa.edu.au](mailto:MCCHumanResources.mcc@cathednet.wa.edu.au)

**Applications close Monday, 18 September 2017**



*“Our College is a learning community  
seeking truth by living out the Gospel values through the Catholic faith and  
By promoting the holistic and optimal development of each person”.*

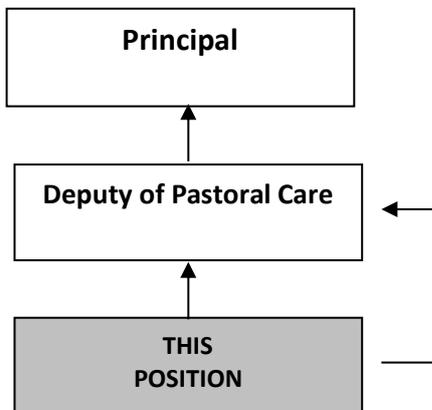
## ROLE DESCRIPTION

### 1. POSITION IDENTIFICATION

SECTION :	Teaching
POSITION :	<b>HEAD OF YEAR 7-9</b>

### 2. POSITION RELATIONSHIPS

Responsible to:



Key Working Relationships:

- Heads of Learning Area
- Heads of House
- College Executive
- Secondary Teachers
- Teachers Assistants
- Administration Staff
- Parents
- Students

### 3. PURPOSE OF THE POSITION:

The Head of Year is responsible for the Pastoral and Academic overview of their respective Year group. The Head of Year is a dynamic teacher who motivates staff and students, has good organisational skills, can communicate effectively and possesses the creative aptitude necessary to bring life and spirit to the College.

The Head of Year is empathetic with individuals and their problems, can listen and advise appropriately, apply fair disciplinary procedures, be consistent in their dealings with students and show initiative in providing genuine support and pastoral care.

They possess the necessary confidence to delegate where appropriate and to empower others to respond effectively to situations concerning students under their care, especially classroom teachers.

The Head of Year will be knowledgeable in current educational trends and pedagogy.

The Head of Year assists in implementing the College philosophy and modeling and supporting the goals of the College Mission and Strategic Plan. It is an expectation that the Head of Year will support

the vision and goals of the College as a learning community and to participate in ongoing professional development and learning.

#### **Structure and Contractual Period:**

The Heads of Year 7 to Year 9 are on a 2 cycle rotation – over a 6 year period of time.

#### **4. CORE RESPONSIBILITIES:**

##### **Spirit**

This involves the development of a Year group identity and pride amongst the students and staff belonging to the Year group through maximum participation in all facets of College life.

Examples of activities promoting spirit:

- Holds regular Year group assemblies
- Organise/facilitate Year group activities
- Develop student leadership

##### **Tone**

This has to do with a group understanding of acceptable standards in relation to behaviour, punctuality and general interpretation of College expectations. Its focus is enabling students and staff to operate as a community which shows due respect for self, others and property. It is expected that the Heads of Year be pivotal in the communication of such information and the monitoring of adherence to the set standards through the promotion of the the Colleges' core values.

Examples:

- Communicating of expectations about uniform.
- Ensuring students are aware of their responsibilities in relation to punctuality.
- Making students aware of expectations in regard to welcoming visitors and new members of the community to the College.
- Providing a forum for staff feedback to the Leadership Team in regard to issues of concern or where issues that need clarification.
- Working with students to ensure that they are aware of the appropriate forums through which to voice their concerns. (e.g. Student Leadership)

##### **Procedures**

This involves responsibility for seeing that appropriate procedural detail is attended to in a correct and punctual fashion. This relates to staff and student roles within the Year group and has implications for some aspects of duty of care for staff and students.

Examples:

- Monitoring the use of study periods.
- Ensuring staff are on yard duty.
- Monitoring the use of Homeroom time and Homeroom Gatherings.
- Supporting Homeroom teachers in carrying out their duties and providing opportunities for Pastoral issues to be resolved.
- Recording and monitoring Letters of Commendation/Concern on using the student behaviour data base on SEQTA. Monitoring, checking and running the student behaviour data base on SEQTA.

- Ensuring absentee procedures are carried out correctly.
- Assuming a leadership role in implementing the Evacuation Policy - as stated in the policy.
- Managing the budget for that particular Year group.

### **Pastoral**

This involves the general welfare and happiness of each individual student in the Year group. It requires effective communication, documentation and follow-up. It is about empowering students to overcome their own problems—not building up a dependency on others.

#### **Examples:**

- Encouraging and assisting classroom teachers to communicate with parents regarding the social, academic and emotional progress of students.
- Providing individual advice and guidance for students in consultation with Homeroom teachers.
- Being available to students and parents who need a 'listening ear'.
- Becoming aware of students in their Year groups who are in need of particular or on-going support.
- Ensuring that accurate and up-to-date profiles are kept on students and that these are part of the handover to the next Heads of Year.
- Working with Homeroom teachers to devise pro-active ways of avoiding problems.
- Providing assistance to new staff and ensuring that support procedures are in place and are followed through.
- Inducting new staff members into their Year group.
- Vetting end of term reports in their Year Group, making a list of students at risk, and following up with teachers. Inform the Deputy Principal of Pastoral Care and or Deputy Principal Teaching and Learning of any concerns.
- Assisting in taking Homerooms when a teacher is absent, unavailable, or needing to attend to a pastoral/discipline issue.
- Helping with the transition of new students to the College.
- Devising ways of providing special help for isolated students.
- Referring serious or sensitive matters to the relevant Deputy Principal.
- Promoting positive affirmation of student achievement/progress.
- Promoting the use of Merit Certificates and Letters of Commendation.
- Ensuring effective communication with teachers and the relevant Deputy Principals.
- Referring students to the College Nurse, in consultation with the Deputy Principal of Pastoral Care when appropriate.
- Communicating to staff on a needs basis through meetings, interviews or emails. Confidential information should be communicated by email or through SEQTA.
- Keeping efficient records of student progress, pastoral issues and concerns via SEQTA and encouraging staff to do likewise.
- Being available for parent interviews if needed by a H teacher and the relevant Deputy Principal.

### **Discipline**

There are two main responsibilities regarding discipline. Firstly, there is a need to ensure that consistency is maintained between students as far as is possible. Secondly, this part of the role empowers a Heads of Year to recommend certain disciplinary measures to teachers in their Year group, or to apply them directly. In either case, key people must be made aware of what action has taken place.

Examples:

- Being available to discuss with teachers effective and appropriate disciplinary responses to inappropriate student behaviour.
- Ensuring that, where possible, disciplinary measures are consequential - that is, they flow logically from the action which the student has chosen to take.
- Consulting with the Deputy Principal of Pastoral Care when detentions may be needed.
- Assisting teachers in deciding when it is appropriate to contact parents.
- Monitoring the application of disciplinary measures to ensure a reasonable degree of consistency.
- Monitoring chronic absentees and recommending appropriate action. Working with the appropriate Deputy Principal.
- Monitoring students who frequently ignore uniform or jewellery guidelines and recommending appropriate action.
- Advising on suitable ways of reducing the incidence of lateness to classes.
- Addressing Year assemblies on matters of general discipline and cooperation.
- Arranging for Student Review Sheets to be circulated.
- Monitoring and recording uniform infringements one day per week on roster.

### **Academic**

To oversee academic and pastoral matters in that particular Year group—this varies from year to year. This includes coordination of parent information evenings together with the relevant Deputy Principal and Careers Counsellor as appropriate.

Tracking academic progress and providing intervention with organisation and/or study skills as appropriate.

### **Specific Year group responsibilities**

#### **Year 7**

- Coordinate the transition of Year 6 students to Year 7.
- Coordinate the Year 7 Camp
- Coordinate the Year 7 Teams and the Year 7 Pastoral Care programme.
- Meet regularly with the Year 7 teachers
- Contribute to the coordination of the Year 7 Project Based Learning Week
- Arrange election of Student Leadership representative from within the Year Group.
- Liaise with the Deputy Principal to work with the Student Leadership group to develop student leadership.
- Liaise with the Year 8 Head of Year to facilitate the smooth transition of Year 7 students to Year 8.
- Maintain the Year 7 File with all event notes for smooth transition with rotating Head of year 9.
- Monitor the academic and pastoral progress of students with the Deputy Principal Pastoral Care and Deputy Principal Teaching and Learning.

#### **Year 8**

- Monitor the academic and pastoral progress of students with the Deputy Principal Pastoral Care and Deputy Principal Teaching and Learning.
- With the classroom Teachers and the relevant Deputy Principals to organise particular Year

group activities.

- Arrange election of Student Leadership representative from within the Year Group.
- Liaise with the Deputy Principal to work with the Student Leadership group to develop student leadership.
- Give students opportunities to gain service learning through different activities throughout the school
- Coordinate the Year 8 Pastoral Care programme.
- Maintain the Year 8 File with all event notes for smooth transition with rotating Head of Year 7.
- Monitor the academic and pastoral progress of students with the Deputy Principal Pastoral Care and Deputy Principal Teaching and Learning.

#### **Year 9**

- Liaise with the Year 10 Head of Year to facilitate the smooth transition of Year 9 students to Year 10
- Coordinate the Year 9 Pastoral Care programme.
- Coordinate the Year 9 Tour Guide Duties for the College.
- Maintain the Year 9 File with all event notes for smooth transition with rotating Head of year 8.
- Monitor the academic and pastoral progress of students with the Deputy Principal Pastoral Care and Deputy Principal Teaching and Learning.

#### **5. POSITION EXPERIENCE AND SKILLS REQUIREMENT PROFILE:**

- Have highly developed organisational and interpersonal skills
- Possess ability to be a proactive and collaborative member of a team
- Be prepared to participate in Co-curricular activities
- Model and maintain the Catholic ethos and traditions of the College
- A warm, welcoming and friendly disposition
- Maintain a high standard of confidentiality