



HOPE
CHRISTIAN COLLEGE

Coordinator Year 8-9 Role Statement

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

Coordinator Year 8-9 is an important leadership role at Hope Christian College. The role of Coordinator Year 8-9 is pivotal in developing and maintaining student and staff culture. They have a vision for the growth and advancement of Year 8-9 students. They understand Year 8-9 in the context of the Middle Years 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 Year 8-9 sub-section of the Middle 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 Year 8-9. The Coordinator Year 8-9 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.

This Role Statement is to be read in conjunction with the *Teacher Role Statement*, that addresses the personal, professional and general teacher responsibilities that apply to the Coordinator Years 8-9 role, and forms part of a full-time teacher load.

Personal Qualities

The Coordinator Year 8-9 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
- The desire and ability to collaborate inclusively with staff
- Compassion and warmth towards students, parents and staff
- Servant heartedness
- Support for the partnership between Hope Christian College and Craigmore Christian Church
- Discernment
- Resilience and a work-life/life balance.

Professional Qualities and Abilities

The Coordinator Year 8-9 has a depth of professional qualities and abilities including:

- Support for the educational aims and Christian world view of Hope Christian College
- Demonstrating an understanding of the needs of students in Year 8-9
- Leading 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.

Key Responsibilities to Students

The Coordinator Year 8-9 ensures that teachers develop and maintain a child safe environment which is stimulating, conducive to learning and nurturing. They work with other Year Level Coordinators to ensure that students are ready to transition into Year 10.

- Developing an authentic Christ centred, student focussed learning culture
- Oversight of duty of care in Year 8-9 in conjunction with the Head of Middle School
- Oversight of Year 8-9 student well-being
- Oversight of Year 8-9 student behaviour management
- Oversight of pastoral care including devotions, chapel and the spiritual life of the Year 8-9 student body, and fostering the gospel in the classroom
- Regular consultation with Year 8-9 staff regarding students at risk, both academically and socially
- Help students to develop appropriate attitudes and behaviours towards relief teachers
- Lead the succession of Year 8-9 students into Senior School.

Curriculum Responsibilities

In conjunction with the Director of Studies and the Learning Area Leaders, the Coordinator Year 8-9 ensures that students continue to develop critical and creative thinking needed to become lifelong learners. That their Literacy and Numeracy continues to mature and that students' progress in abstract thinking. That teachers use evidence based practices to monitor the growth of student learning.

- Maintain an awareness of the learning and achievement of Year 8-9 students
- Maintain a high level of responsibility towards students with Learning needs in consultation with the Learning Support Coordinator
- Ensure that teachers are following NEPs, having read them, and sought clarification from Learning Support if necessary
- Collaboratively develop and implement appropriate measures to improve Year 8-9 student learning
- Assist with and attend year level and subject excursions
- Pursue appropriate co-curricular opportunities for students to be involved in
- Develop appropriate links with Year Level leaders in other Christian schools to further teaching and learning opportunities
- Administration Responsibilities.

The Coordinator Year 8-9 is responsible for the smooth running of Year 8-9 and will:

- Convene and attend appropriate meetings
- Oversee the Year 8-9 component of Student/Parent/Teacher evenings in conjunction with the Head of Middle Years and the Director of Studies
- Undertake regular observations of all Year 8 & 9 teaching staff as a tool in our continual improvement process. (Not just staff on probation)
- Assist with ensuring compliance in matters of student attendance
- Be aware of and assist with the development of good classroom teaching practises
- Induct and scaffold new Year 8-9 Middle Years staff
- Ensure that an appropriate environment for teaching and learning is maintained
- Assist with rostering as directed by the Head of Middle School
- Assisting with all Middle Years matters as needed
- Liaise with parents as needed, and support Year 8-9 staff in doing so
- Liaise with Learning Area Leaders to assist in the running of events and activities
- Develop occasions, events and ceremonies to enrich and enhance the experience and life of Years 8-9 students at Hope Christian College.

Key Professional Responsibilities

- Be involved in ongoing professional learning
- Maintain registration status
- Step in or assist in all College matters as necessary or when another Coordinator is detained or unavailable
- Assist the Head of School as needed
- Parent liaison
- Other responsibilities as needed and directed by the Principal or their representative
- Assist in the meeting of the Hope Christian College strategic goals.

Tenure: Three (3) years

Release time: Three (3) lines inclusive of the full time teacher release line

Remuneration: Band 2, Level 2

Appointee Name

Appointee SignatureDate

Principal SignatureDate