



# *Atlantis Beach Baptist College*

## **Secondary Coordinator Duty Statement**

Atlantis Beach Baptist College seeks to employ a Christian, suitably qualified, dedicated and enthusiastic Teacher. It is expected that the appointed teacher will work collaboratively with other staff.

Atlantis Beach Baptist College expects that all staff will at all times demonstrate the highest possible professional, Christian and ethical standards whilst employed in the ministry of the College.

### **Scope of role**

- Advisor to Principal for all matters relating to Secondary student care and management
- Line Manager of the Student Services Department and allocated operational staff
- Oversight of discipline and uniform standards for Secondary students
- Oversight of Duty of Care standards for Secondary students
- Member of the College Management Team (CMT)

### **Duties and responsibilities of the Secondary Coordinator**

- Enthusiastically promote the vision, aims and ethos of the College
- Provide progressive, improvement-focussed leadership to the whole College community
- Effectively manage and provide leadership to staff, students and parents through periods of change
- Contribute to the leadership and management of the whole College through active participation in the CMT
- Participate in the professional, spiritual and pastoral nurturing, oversight and wellbeing of all staff
- Demonstrate godly Christian leadership and discipleship
- Build morale, collegiality and professionalism among all staff
- Provide the Principal with regular briefings relating to the duty statement
- Provide leadership to committees and working parties as delegated by the Principal
- Monitor, measure and report on Key Performance Indicators related to the duty statement
- Develop, disseminate and implement policies and procedures relating to the duty statement
- Prepare items for Newsletters, the annual Impressions magazine, other publications, Assemblies etc
- Attend designated after-school-hours events, activities and functions of the Secondary School, check that all staff and students have safely left the campus and assume joint responsibility for locking up and alarming the College at the conclusion of such functions
- Officially on duty and on site until at least 4.30pm on one specified afternoon per week
- Undertake short, medium and long-term planning relating to duty statement
- Assist the Principal to prepare reports and submissions when invited
- Prepare budget and manage cost centre associated with duty statement
- For the portfolio, set directions, provide leadership, make decisions, and assume accountability for daily operations and the overall effectiveness of the portfolio
- As delegated, deputise for the Principal at outside meetings and events involving safety and risk management pertinent to this portfolio
- Provide fellowship, support and assistance to the Atlantis Beach Baptist Church in areas related to duty statement
- Actively contribute to and attend College events, Inter House and Inter School carnivals, Presentation and Graduation Ceremonies, Camps, Excursions and other events as delegated
- Assist in maintaining a safe, positive, harmonious and disciplined school climate.
- Contribute to the Performance Appraisal of staff; conduct Performance Appraisals for designated staff

- Develop a seamless Secondary pastoral care, uniform and disciplinary environment
- Ensure that all College practices and procedures relating to students comply with the Education Act and all other legal and legislative requirements
- Keep abreast of legislative and social trends and issues relating to student wellbeing
- Review, develop and implement policies and procedures and documents relating to the portfolio ensuring that all such documents on the College Portal and College website are up to date
- Associated personnel:
  - Consultant Clinical Psychologist
  - Non Government School Psychologists
  - Consultant/visiting Health Professionals
- Provide professional collaborative support to the CMT with respect to issues of student welfare that arise within the scope of his/her duties
- Provide oversight to the Chaplain with respect to programs and pastoral care services to student and families.
- Support and advise the College Principal on the Christian Education program (Linked-In Program).
- Assist with the induction, appraisal, supervision and professional development of teaching staff
- Ensure Secondary teachers joining the College during the year receive induction into Student Management Policies and Procedures
- Organise staff development programs in relevant areas
- Ensure high standards of customer service are delivered to all members of the College community by all members of the Secondary staff
- Monitor the tone of classrooms, including Forms and take action as required
- Ensure that all staff maintain high standards and are consistent in their application of pastoral care, discipline and uniform policies and procedures
- Ensure high standards of duty of care by teachers in the classroom and at Inter House carnivals and under the direction of the College Principal, take educative/and or disciplinary action as required
- Work with all educators who assume a new leadership role and provide mentoring to them as it relates to the portfolio
- Liaise closely with the Primary Coordinator to ensure continuity and consistency of standards, policies and procedures between the Primary School and the Secondary School
- Provide support to the Primary Leadership in complex student issues and Child Protection concerns
- Liaise closely with the Primary Leadership to ensure the readiness of students for Secondary school.
- Participate in interview panels when required
- Provide mentoring to staff in new leadership roles within the scope of the portfolio
- Liaise with the College Principal to identify and support teachers who are experiencing difficulties in carrying out their professional duties with classroom management, behaviour management and/or repeatedly failing to adhere to Student Care and Management policies and procedures
- Under the Principals direction, take disciplinary action with Secondary educators in areas within the scope of the portfolio
- Assist the College Principal in investigating complaints about teachers care for and management of students and resolve these
- Provide consultancy and advice in relation to student care and management
- Ensure high levels of morale and self-efficacy for staff
- Keep teaching staff abreast of the latest research and information relating to student care and management
- Be proactive in building the capacity of the teaching staff to manage a wide range of behaviour management issues and to provide appropriate pastoral support for students
- Maintain a safe, positive, harmonious and disciplined school climate
- Maintain high levels of morale, goodwill and cohesiveness among students
- Ensure the highest standards of student supervision, discipline and conduct
- Ensure that the College delivers the highest standard of pastoral care to students and families
- Monitor and maintain the highest standards for student attire and appearance
- Responsible for policies, procedures and processes relating to student attendance, tardiness and absences
- Responsible for the computerised absentee system

- Oversee the daily discrepancies and follow up teachers who have not marked attendance, and students who have not arrived at class
- Liaise with the College Office Manager regarding current and prospective enrolments
- Allocate new students to Forms and Houses in liaison with the College Office Manager.
- Induct students joining the College during the year
- Provide appropriate recognition and farewells to students leaving the College
- Monitoring student related College facilities and environment, ensuring that students keep the College free of litter, graffiti and vandalism
- Responsible for student behaviour and safety on the school grounds during non-contact time
- Assist the Principal to monitor the conduct of students off-site, including before and after school movement by public transport, bicycles, car, road, pedestrians with respect to pedestrian and traffic flow issues before and after school
- Assist the Principal in ensuring that College facilities are respected by students, well maintained and upgraded or improved as necessary, eg canteen, change rooms, common rooms, seating and locker areas and classrooms
- Oversee the liaison with outside agencies relating to students – health services, Consultant Clinical Psychologist
- Liaise with the Department of Child Protection and the Police Department regarding child protection issues
- Provide advice on the effective management of the Sick Bay/ First Aid Room
- Develop and implement a range of proactive programs for students. Ensure high standards of documentation on matters relating to individual students and student management generally, and that all student records are correctly maintained and archived
- Manage vehicle usage by students to and from College
- Oversee pastoral care follow up of students and families in crisis or times of prolonged illness or injury; ensure that details are communicated regularly to the Principal and other stakeholders
- First point of contact for staff reporting Child Protection issues; all such issues to be conferenced with the Principal
- Assume responsibility regarding all duty of care issues relating to yard duty, sports carnivals and other areas of responsibility allocated to this position
- Convene Critical Incident team for critical incidents relating to students
- Responsible for overseeing support for students affected by critical/traumatic incidents
- Attend all critical incident response team meetings, under the direction of the Principal
- Assist the Principal in the dissemination of information to students in the event of a critical incident, and coordinating the counselling team including psychologists and Chaplaincy department in response to a critical incident
- Ensure the highest standards of student discipline and monitor/improve the discipline system within the College
- Supervise and assume responsibility for the pastoral care system of the College
- With the Principal, develop policies, procedures and strategies which form the basis for an effective pastoral care and disciplinary framework
- Ensure effective communication of all aspects of the discipline system, including updates and revisions, to all sectors of the College community
- Liaise with all stakeholders involved in the wellbeing of students
- Ensure appropriate action is taken for discipline, uniform and pastoral care matters which are of a serious nature, or forming a pattern, whether relating to individual, groups or cohorts of students
- Make recommendations to the Principal regarding the suspension or exclusion of students
- Ensure effective prevention cyber friendly/safe programs are implemented
- Liaise with AISWA and Lavan Legal regarding student care and management policies and procedures as required
- Manage and mentor the Student Council
- Responsible for the design and production of the Class jacket for Year 12 students in liaison with the Principal and Student Council for 2018
- Assist the Principal to ensure the effectiveness of the House System and all programs, activities and staff
- Advise the Principal on Secondary staff allocation to Houses and Form classes

- Responsible for the Year Secondary Form program
- Responsible for the content in the Secondary Student Organisers
- Prepare articles for the Secondary Newsletters, the College website and other publications
- Maintain the highest levels of parental satisfaction and goodwill
- Manage parents who are causing problems or behaving inappropriately towards staff involved in the management or discipline of their children and conference or refer to the Principal as required.
- Oversee all incoming contacts from parents which relate to student management
- Ensure all parent concerns and issues, including the resolution of grievances or complaints are managed effectively, and provide pastoral care and support to parents where appropriate
- Communicate with the parent body regarding policies and procedures relating to pastoral care, discipline, uniform and all matters pertaining to student management
- Attend P&F meetings and serve on working parties with parents as required
- Monitor and enhance communication between the College and parents
- Provide parents with access to information with issues relating to adolescence.

### **Other**

- 1.1. Put into practice all Atlantis Beach Baptist College policies and procedures as required.
- 1.2. Actively participate in the extracurricular program of the College.
- 1.3. Attend College functions, events and meetings in and out of schools hours and undertake duties related to their teaching role in the School.
- 1.4. Liaise with school support services, including other staff, such as the Chaplain, Therapists and Learning Enhancement staff to support students.
- 1.5. Maintain and uphold the College's high standards of behaviour, work standards and uniform presentation as they work with and interact with students and their families.
- 1.6. Provide appropriate pastoral care to the students under their care in consultation with the Principal, Secondary Teachers and Chaplain.
- 1.7. Fulfill all duty of care obligations to students under their supervision/care ensuring the highest possible standards of health and safety are put into practice.
- 1.8. Endeavour at all times to demonstrate the College's values in attitude and practice.
- 1.9. Maintain a personal Christian faith.
- 1.10. Support and contribute to the Christian ethos of the College.
- 1.11. Seek to resolve differences constructively.
- 1.12. Other duties as requested by the Principal.

### **Qualifications**

- 2.1. A teaching qualification, recognised by the Teachers Registration Board.
- 2.2. Current Police Clearance and Working with Children's Check.
- 2.3. The successful applicant will have excellent inter-personal and professional qualities, including compassion, high order written and oral communication skills, initiative and the ability to work as part of a team.

### **EMPLOYMENT DETAILS**

The position is initially part time 0.4FTE, commencing Term 2, April 26, 2016. The position will become full time (1.0FTE) on Wednesday July 13 at the start of Semester 2, 2016.