



St Mary MacKillop College Swan Hill

ROLE DESCRIPTION

<u>POSITION TITLE:</u>	Senior School Coordinator
<u>REPORT TO:</u>	Principal
<u>TENURE:</u>	2026 – 2027
<u>POL:</u>	2
<u>TIME ALLOWANCE:</u>	4 hours per cycle, an additional lesson allocation for attendance at the Year 11 and 12 Senior School Sessions.

The Senior School Coordinator is responsible to the Principal and should act in accordance with the tenets of the College Vision and Mission Statement.

Key Responsibilities

- Develop and publish a Senior School Handbook of policies and procedures applicable to the conditions of the College, with the Deputy Principal Teaching and Learning.
- Ensure VCE policies and procedures are reviewed and updated as necessary.
- To coordinate a program to develop study skills and techniques for managing study. This could include but not be limited to: note taking, ways to study, mnemonics, purport groups, strategies for when they “get stuck”. Time with Year 10 (who have allocated study lessons) & 11 students will need to be negotiated based on timetables.
- To ensure Year 10-12 students and staff are fully informed of the requirements for success in VCE and VM & VPC.
- To coordinate the preparation of the year’s timetable of Units 1 to 4 coursework assessments (SACs & SATs) and processing the rescheduling of SACs missed due to absence;
 - Follow up with the student, parents and the relevant teacher that new completion dates are set and adhered to.
- With the assistance of Senior Teachers monitor individual VCE students throughout the year and ensure that they, the classwork, the SACs and Exams, are delivered with a reasonable spread of demands on students.
- Ensure students and staff are informed of appropriate dates for assessment both internal and external, as well as conditions and requirements for SACs and exams.
- To ensure that relevant information is shared with the Deputy Principal Teaching and Learning, Pathways Coordinator, House Leaders, Director of Wellbeing, Teaching and Learning Leader: Learning Diversity, Teaching and Learning Leader: Learning Resources and Applied Learning Coordinator for the overall support of senior students.
- To oversee the efficient use of the Year 12 Study Centre with the assistance from House Leaders.
- Ensure a clear line of communication with the House Leaders in order to pre-empt any possible disruptions to a student’s learning;

- To be familiar with the VCAA Handbooks published each year and attend V.C.E. Administration in-services (both V.C.A.A and DOBCEL) when required.
- Liaise with the Teaching and Learning Leader: Learning Diversity in matters pertaining to special provision for students with a learning disability. This includes the application of special exam arrangements to the VCAA and Special Entry Access Scheme (SEAS) applications to VTAC.
- In consultation with the Deputy Principal Teaching and Learning, ensure all procedures for the authentication, verification, extensions, late submission and special provision are followed by the Principal and Subject Teacher according to the VCAA Guidelines.
- Support the Pathways Coordinator and Applied Learning Coordinator in the counselling of students entering VCE/VM/VPC.
- Plan, prepare and facilitate Senior School Information Evenings and present VCE and VCE VM/VPC matters. Include the Deputy Principal Teaching & Learning, Applied Learning Coordinator and VET Coordinator when appropriate.
- To organise all arrangements relating to the completion of external exams and internal practice exams.
 - Organise suitable spaces and supervisors for external exams.
 - Ensure that facilities are suitable and ready for examinations.
 - Draft and publish a Practice Examination timetable, in consultation with the Deputy Principal.
- To facilitate and provide ongoing support for students studying subjects through Distance Education and make arrangements for the completion of SACs.
- Assist the College Captains, including mentoring and overseeing the Year 12 Google Classroom, in the coordination of Year 12 activities such as the Formal, Dress up Days, Year Book and End of Year celebrations.
- Plan and coordinate the Year 12 Graduation, including program, speeches, parental involvement
- The Senior School Coordinator will be a positive, efficient and knowledgeable mentor to all senior students.
- The Senior School coordinator will be accountable to the Principal during the ARMS review.
- Establish structures and processes to achieve a productive learning environment while responding to learners' needs
- Employ behaviour management strategies which ensure a safe, orderly and successful learning environment
- Ensure that confidential information is handled appropriately.

Other Duties

To undertake other duties as designated by the Principal.

Child Safety

Consistent with our mission as a Catholic school, the St Mary MacKillop College community is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students.

All staff must:

- Adhere to Child Safety legislation and College requirements.
- Provide students with a child-safe environment in which inherent dignity of children and young people is respected and nurtured.
- Be familiar with and comply with the DOBCEL and St Mary MacKillop College Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Health and Safety

All staff are expected to:

- Adhere to, and implement, safe work practices and procedures in accordance with the St Mary MacKillop College policies.
- Work safely and report any hazards in accordance with school procedures.
- Monitor and take full care of the health and safety of others.
- Participate when required in the resolution of safety issues.