

PURPOSE OF POSITION

The Year 7-9 Student Engagement Leader plays a critical role in promoting the engagement and connection of primary school students with St John's and assists in the enrolment process of these students. As the leader of the Transition team and a member of the Pastoral Wellbeing Committee, they report to the Deputy Principal Student Wellbeing. They work closely with the Deputy Principal Wellbeing, House Leaders, and teaching staff to monitor and maintain adherence to the Respect: Rights and Responsibilities agreement, encompassing uniform, attendance, and student behavior.

A significant responsibility is supporting House Leaders and learning mentors in monitoring and managing student progress. This involves facilitating professional dialogue around student issues, utilising coaching techniques to enhance the effectiveness of these conversations, and developing strategies to address concerns impacting student engagement, wellbeing for learning, especially when initial interventions have failed. Additionally, they support the monitoring of attendance, punctuality, and uniform standards, and communicate with parents if further intervention is needed to effect behavioral changes.

Furthermore, the Year 7-9 Student Engagement Leader is responsible for coordinating key events and camps for the Year 7-9 student cohort, ensuring these activities are well-organised and contribute positively to student development and community spirit.

REMUNERATION AND KEY RELATIONSHIPS

Position of Leadership	Year 7-9 Student Engagement Leader
Remuneration	POL 3
Time Allocation per cycle	15 periods
Tenure	3 Years
Reports to	Deputy Principal – Student Engagement
Direct Reports	House Leaders
Key Internal Liaisons	Deputy Principal – Student Engagement House Leaders VCE Program Leader 10-12 Student Engagement Leader Learning Diversity Leader School Registrar

LEADERSHIP

- Actively and publicly support the College's Vision and Mission by implementing the College's Strategic Plan and Annual Action Plan within the area of responsibility.
- Enact and lead the MACS Vision for Instruction and St John's Vision for Learning.
- Convene and chair meetings of the transition team.
- Lead the Raise the Bar agenda in conjunction with the Deputy Principal - Student Wellbeing & Year 10-12 Student Engagement Leader regarding attendance, uniform, behaviour, mobile phones, lateness, student voice and agency.
- Stay updated on best practices in wellbeing and pastoral education programs.
- Develop and oversee primary school engagement programs and facilitate a peer-led Buddy system for Year 6 students transitioning to Year 7.
- Work with the Vocational Major Learning Area Leader to enhance primary school partnerships within the local community
- Coordinate and oversee the Year 9 Experiential Program, and the Year 9 Café program in conjunction with the Junior Programs Leader and House Leaders.
- Oversee the orientation of Year 7 Students in conjunction with Deputy Principals of Learning and Teaching and Student Wellbeing. Including:
 - the Year 7 Welcome Evening.
 - Year 7 Camp
 - Year 7 Orientation Day
- Attend Pastoral Wellbeing Committee (PWC) and Student Wellbeing Committee (SWC) meetings as required.
- Regularly liaise with the Deputy Principal - Student Wellbeing to ensure alignment and support.
- Maintain effective liaison with relevant personnel for information sharing.

DEVELOP AND IMPLEMENT

- Work with House Leaders to support positive student behaviour by developing and implementing strategies that address student engagement, wellbeing for learning, and wellbeing.
- Collectively implement Academic Intervention meetings with key stakeholders.
- Collectively analyse external and local data to track student learning progression to inform future discussions and actions.
- Oversee the design and review of the transition data collection process and assist in the collection of transition data with the Registrar.
- Coordinate opportunities for students to participate in recess and lunchtime activities with the Sports Development Leader and House Leaders.
- Assist the marketing team in promoting St John's to primary school parents and communities.
- Assist the Junior Program Leader Year 7-9 academic testing (NAPLAN, ACER, Semester Examinations).

PROMOTE

- Promote the engagement and connection of primary school students with St John's through various programs and activities.
- Promote a culture of accountability for collective outcomes, improvement, and high performance, shaping a culture of high expectations for all.
- Promote personal development initiatives fostered by the Pastoral Wellbeing Committee and Student Wellbeing Committee.
- Promote and manage STELLA Award nominations and the awarding of STELLA Stars.

MANAGE

- Liaise with relevant staff regarding individual or learning needs identified from Grade 6 testing and/or Primary School transition reports.
- Convenes and co-chairs meetings in consultation with students, parents/carers and other staff as appropriate regarding a student's progression in their learning program
- Monitor and support the quality use of SEQTA procedures by staff for student attendance, uniform, and punctuality.
- Assist in the follow-up of serious offences or unacceptable behaviour by students through supporting House leaders or leading investigations and implementing decisions as necessary.
- Support House Leaders and the Deputy Principal in Wellbeing and Pastoral Care Support for all students.
- Welcome and induct all new students (Years 7-9) in conjunction with the Registrar.
- Liaise with other stakeholders regarding students' pastoral groupings and subject selections.
- Any other duties as required by the Principal and/or Deputy Principal(s).

OTHER RESPONSIBILITIES

This statement of duties is not intended to be an exhaustive or exclusive list of duties assigned to the position. They are intended as a guide as to the responsibilities of the role. The position is subject to review and modification by the Principal (or nominee), in negotiation with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee.

The position is employed in accordance with the terms and conditions of the Victorian Catholic Multi Enterprise Agreement 2022 and any subsequent amendments and industrial agreements.

This role is subject to ongoing review and may change to suit the requirements of St Johns Regional College.

KEY SELECTION CRITERIA

- A demonstrated understanding and commitment to the ethos of a Catholic school and its mission.
- Up to date knowledge of wellbeing practices and procedures.
- Knowledge of appropriate avenues and resources for seeking information to support students, parents and staff.
- Broad knowledge, understanding of and commitment to the principles of restorative practice.
- Perseverance, sensitivity, compassion and patience in the face of complex and difficult situations.
- A high level of discretion when handling confidential and sensitive information.
- Possess a collaborative and flexible approach.
- An expectation that regular professional learning is undertaken in order to maintain a high level of awareness of current and best practice in the major areas of responsibility associated with the role.
- A proven record as an exemplary teacher.
- Demonstrated ability to communicate clearly, personably and effectively.
- The ability to form teams and sustain teamwork.
- The capacity to reflect on one's leadership performance and style.