



## Position Description

**TITLE:** SOCIAL JUSTICE COORDINATOR – COBBLEBANK CAMPUS

**Report to:** Head of Campus – Cobblebank Campus

### REMUNERATION & TIME ALLOWANCE

**Position of Leadership Allowance:** POL 1

**Tenure:** Three year appointment with a possible further upon successful appraisal

**Time Allowance:** 6 periods per cycle

The Social Justice Coordinator is expected to commit to the vision and values of St Francis Catholic College (the College) and carry out the role in a manner that reflects the vision and values articulated in the College Mission Statement in accordance with the School Implementation Framework (SIF) and the College Annual Action Plan (AAP).

### STATEMENT OF DUTIES

#### Commitment to Catholic Education

- Demonstrate an understanding of the ethos of a Catholic school, in particular, the Franciscan Charism.
- Demonstrate an understanding of Church teachings and the staff members role in the mission of the Church.
- Demonstrate a capacity to integrate Church's teachings into all aspects of the curriculum.
- Strive to help students understand and appreciate Catholic teachings through personal example.
- Compliance with Accreditation Policy of the Victorian Catholic Education Authority (VCEA).
- Demonstrate a commitment to Franciscan education formed by the Franciscan Schools Australia Framework.

#### Commitment to Child Safety and Wellbeing

- Be familiar with and comply with the College Child-Safety Policy and Code of Conduct, and any other policies or procedures relating to child safety.
- Assist in the provision of a child safe environment for students.
- Actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College.
- Demonstrate ability to provide a duty of care for students in relation to their physical and mental wellbeing.
- Maintain currency with legal obligations in relation to child safety - mandatory reporting and reportable conduct.

## STATEMENT OF DUTIES

### Teaching Duties and Responsibilities

- Be aware of MACS schools Flourishing Learners position statement –*Vision for Instruction*.
- Implementation of explicit instructional practice.
- Collaborate across campus to ensure a One school Two Campus consistent approach to the delivery of the Program.
- Oversee Committee meetings, to be held at the start of each school term. The Committee to consist of the Director of Faith and Mission, Social Justice Coordinator, Student Leaders Coordinator and Social Justice Captain/s.
- Communicate fundraising process to staff and students and manage fund-raising requests.
- Responsible for ensuring the following items are covered at the meetings:
  - allocation of community service time, whereby levels will be responsible for reaching out to the marginalized in our community and spend time helping in some way e.g. homeless, elderly, hospitals, soup kitchens, St Vincent de Paul Society, Salvation Army, environmental groups, and similar organizations.
- Assist Year Level Coordinators in the development of suitable activities for their level.
- Liaise with College Senior Leaders who are heavily involved in this process, with the guidance of the Student Leaders Coordinator.
- Review involvement on a regular basis to ensure that the needs of the various groups are being met.
- Deliver regular contributions to the College Newsletter, and social media sites promoting an awareness amongst parents and community of social justice initiatives undertaken.
- Retain records of all activities undertaken, including financial assistance given throughout the year. This data will become part of the College Annual Review Report.
- Represent the College at Social Justice activities.
- Provide leadership, guidance, and encouragement for students around Social justice and Catholic Social teachings.
- Assist in general administrative tasks.
- Monitor the opportunity for, and provision of, professional learning time for teachers around social justice through liaison with the Deputy Principal – Learning and Teaching and the Deputy Principal – Operations, Staffing and Strategic Intent.
- Actively promote Social Outreach in the College community.
- Coordinate excursions directly related to Social Justice activities.
- Other duties as required by the Principal.

## SELECTION CRITERIA

### Commitment to Catholic Education

- Demonstrated capacity to model the ethos of a Catholic school and its mission, in particular, the Franciscan Charism.

## SELECTION CRITERIA

	<ul style="list-style-type: none"> <li>• Demonstrated understanding of the Church's teachings and the staff members role in the mission of the Church.</li> <li>• Demonstrated capacity to integrate the Church's teachings into all aspects of curriculum.</li> <li>• Demonstrated ability to help students understand and appreciate Catholic teachings through personal example.</li> <li>• Compliance with the Accreditation Policy of the Victorian Catholic Education Authority (VCEA).</li> <li>• Demonstrated commitment to Franciscan education informed by the Franciscan Schools Australia Framework.</li> </ul>
<b>Commitment to Child Safety and Wellbeing</b>	<ul style="list-style-type: none"> <li>• Demonstrated understanding of child safety.</li> <li>• Experience working with children, demonstrating understanding of appropriate behaviours when engaging with children.</li> <li>• Ability to actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College.</li> <li>• Familiarity with legal obligations relating to child safety, including mandatory reporting and reportable conduct.</li> <li>• Demonstrated capacity to provide a duty of care for students in relation to their physical and mental wellbeing.</li> </ul>
<b>Teaching Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrated highly effective time management skills.</li> <li>• Demonstrated ability to build capacity in others.</li> <li>• Demonstrated experience in the use of ICT.</li> <li>• Demonstrated ability to successfully lead change.</li> <li>• Demonstrated ability to work as part of a team – highly relational.</li> <li>• Demonstrated ability to think strategically and plan for innovation.</li> <li>• Demonstrated strong interpersonal, oral, and written skills in the context of relating to students, staff, parents/carers, College support groups and members of the community.</li> <li>• Experience with planning, research, decision-making and negotiation when working with students, parents, and the wider College community.</li> <li>• Demonstrated confidence with the ability to build capacity in others.</li> <li>• Ability and willingness to accept policy directives.</li> </ul> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Current VIT registration.</li> <li>• Accreditation to teach in a Catholic school (or working towards).</li> <li>• Relevant teaching qualifications and experience.</li> <li>• CPR qualifications (training provided).</li> </ul>