



Position Description

TITLE:	TRANSITION COORDINATOR – COBBLEBANK CAMPUS
Report to:	Deputy Principal – Head of Cobblebank Campus
REMUNERATION & TIME ALLOWANCE	POL 1
Position of Leadership Allowance:	4 periods per cycle Three years with a possible further three years upon successful appraisal.
Tenure:	

The Transition Coordinator 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	<ul style="list-style-type: none">• Demonstrate an understanding of the ethos of a Catholic school, in particular, the Franciscan and House Charisms.• Demonstrate an understanding of Church teachings and the staff members role in the mission of the Church.• Demonstrate a capacity to integrate Church teachings into all aspects of curriculum.• Demonstrate ability to help students understand and appreciate Catholic teachings through personal example.• Compliance with the Accreditation Policy of the Victorian Catholic Education Authority (VCEA).• Demonstrate a commitment to Franciscan education informed by the Franciscan Schools Australia Framework.
Commitment to Child Safety and Wellbeing	<ul style="list-style-type: none">• 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 duty of care for students in relation to their physical and mental faith formation.• Maintain currency with legal obligations in relation to child safety -

	mandatory reporting and reportable conduct.
Teaching Duties and Responsibilities	<ul style="list-style-type: none"> • Be aware of MACS schools Flourishing Learners position statement –<i>Vision for Instruction</i>. • Implementation of explicit instructional practice. • Contribute to the enactment of the Vision for learning at the College through a solution-focused coaching model. • Promote and foster the implementation of the College strategic plan and the AAP. • Collaborate across campus to ensure a One school Two Campus consistent approach to the delivery of the Program. • Demonstrate a capacity to lead effective change management processes. • Build capacity in teaching staff through a solution-focused coaching model. • Participate in the appraisal process. • Encourage the appropriate integration of ICT to assist Transition processes. <p>Transition Duties</p> <ul style="list-style-type: none"> • Work with the College Registrar to assist with all matters regarding the transition of new students, including Year 7 and students who join the College throughout the year. • Be familiar with educational research regarding Transition to Secondary School. • Arrange, with the cooperation of the House Leaders, a best practice transition program for all incoming Year 7 students. • Work with the College Registrar to convene regular meetings with incoming Primary schools regarding student data to assist student transition. • Ensure House Leaders are aware of the learning and emotional needs of students new to the House. • Work closely with the Careers, VCE and VET personnel to ensure appropriate pathways for new students. • Manage the Transition Coordinator's budget. • Coordinate all Year 7 Transition Evenings. • Provide leadership, guidance, and encouragement for staff in the area of transition. • Assist in general administrative matters. • Allocate new Year 7 students to their Houses and core classes. • Allocate new students to a House and core class and be available for orientation of new students. • Arrange a suitable buddy for all students new to the College throughout the year. • Actively promote the College in the community. • Work with the registrar to arrange Orientation days. • Demonstrate professional and collegiate relationships with colleagues and represent the College in a professional manner at all times.

	<ul style="list-style-type: none"> • Attend all relevant College meetings, after hour events, services/assemblies, sporting events, mass, community and faith days, and professional learning opportunities. • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. • Be an active member of a relevant professional association as duties permit. • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. • Attend College meetings and after-hours services/assemblies, sporting events, mass, community, and faith days as required by the Principal. • Other duties as directed by the Principal.
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SELECTION CRITERIA	
Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrated capacity to model the ethos of a Catholic school and its mission, in particular, the Franciscan Charism and House members role in the mission of the Church. • Demonstrated capacity to integrate Church teachings into all aspects of the curriculum. • Ability to help students understand and appreciate Catholic teachings through personal example. • Compliance with Accreditation Policy of the Victorian Catholic Education Authority (VCEA). • Demonstrated commitment to Franciscan education formed by the Franciscan Schools Australia Framework.
Commitment to Child Safety and Wellbeing	<ul style="list-style-type: none"> • Demonstrated understanding of child safety. • Experience working with children, demonstrating understanding of appropriate behaviours when engaging with children. • Ability to actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College. • Familiarity with legal obligations relating to child safety including mandatory reporting and reportable conduct. • Demonstrated capacity to provide a duty of care for students in relation to their physical and mental wellbeing.

Teaching Skills and Responsibilities

- Demonstrate ability to work as part of a team – highly relational.
- Demonstrate ability to think strategically and plan for innovation.
- Outstanding oral and written communication skills, including the ability to communicate with students, parents/carers, and the wider College community.
- Exhibit self-motivation and confidence with an ability to build capacity in others.
- Demonstrate ability and willingness to accept policy directives.
- Demonstrated highly effective time management skills.
- Demonstrate capacity to contribute to the strategic thinking, planning, and delivery of the SIF.
- Demonstrated passion for learning and ability to share this with others.
- Demonstrate strong interpersonal skills relating to staff, students, parents/carers, College support groups and members of the community.
- Demonstrated highly developed communication, planning, decision-making and negotiation skills.
- Demonstrated experience in leading best practice in the management of people and resources.
- Demonstrated ability to build capacity in others.
- Demonstrated experience in the use of ICT.
- Demonstrated ability to utilise data to improve student outcomes.

Essential:

- Teaching qualifications.
- Current Victorian Institute of Teaching (VIT) registration preferred.
- Accreditation to teach in a Catholic school (or be working towards such accreditation).
- CPR qualifications (training provided).