



Catholic Regional College Sydenham

Every Student - Every Pathway

POSITION DESCRIPTION

Appointment

Position: Cluster Associate

Classification: POL 1

Time Release: 3 x 75-minute periods per fortnight

Department: Wellbeing

Reports to: Senior Cluster

Direct Reports: Home Group Tutors (for the purpose of data collection)

Committee Contributions: Cluster Associate Committee and Principal's Advisory Committee

Variations: Variations to classification and/or hours worked will be specified in the Letter of Appointment.

POL Leadership Overview

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| Vision & Values | <ul style="list-style-type: none"> • Model Catholic Values to students through and actions • Participate in opportunities for development of faith and understanding of vision of the Catholic School |
| Knowledge & understanding | <ul style="list-style-type: none"> • Will provide assistance to leaders in their guidance of a specific team |
| Developing Self and others | <ul style="list-style-type: none"> • Undertakes appropriate yearly updates in their specific field to ensure recent practices can be met |
| Portfolio Management | <ul style="list-style-type: none"> • Completes administrative tasks that directly link to their program • Demonstrates awareness of policies and assists and enacts these as part of practice |
| Strategic direction | <ul style="list-style-type: none"> • Work as a team to acquit actions of the strategic plan |
| Engaging with stakeholders | <ul style="list-style-type: none"> • Lead designated staff within portfolio • Work in partnership with direct manager and staff to educate all students at the College • Contribute thoughtfully with their direct manager |
| Personal attributes | <ul style="list-style-type: none"> • Demonstrates effective communication • Is able to work with direction from direct manager to set priorities and guide tasks • Developing organisational skills that assist in the acquittal of tasks |

Statement of Duties

Key duties of this leadership position include:

- Work as a team to acquit actions of the College's strategic plan;
- Provide guidance and gather appropriate student data from Home Group Tutors of staff to ensure active engagement with wellbeing and teaching requirements of their role;
- Regularly review and analyse student data including:
 - Behavioural Tracking - commendations, incidents, detentions and suspensions;
 - Academic progress – letters, S/N results, progress concerns;
 - Attendance – monitoring of minutes and associated warning letters;
- Ensure all Home Group staff within the cluster are informed and supported in the effective administration of their teaching allotment, including:
 - Maintenance of Learning Management System;
 - Delivery of learning in the Pastoral programs in line with college expectations;
- Participate in Cluster meetings which engage and inform practices;
- Assist in the provision of opportunities for the participation of student leaders in Cluster based activities;
- Communicate effectively with the school community about student achievements;



- Engage in the planning, organisation, promotion and implementation of cluster-based events;
- Ensure all administrative, organisational and operational requirements associated with the effective management of the Cluster's students are completed;
- Contribute thoughtfully as a member of the Cluster Associate team to ensure the effective promotion and running of schoolwide initiatives.

With appropriate development and experience, Cluster Associates have the ability to progress in their duties including:

- **Year 2:**
 - Support teaching staff and students in parent meetings for any 'green' level matters.
 - Make calls to families to advise of initial concerns regarding attendance, punctuality and uniform.
- **Year 3**
 - Prepare the agenda for and chair the meeting of the Cluster (teacher) Team.
 - May attend and observe SPACE meetings if available.