



Catholic Regional College Sydenham

Every Student - Every Pathway

POSITION DESCRIPTION

Appointment

Position: Cluster Coordinator

Classification: POL 3

Time Release: 6 x 75-minute periods per fortnight, plus Home Group release

Department: Wellbeing

Reports to: Assistant Principal – Wellbeing and Resilience

Direct Reports: Cluster Associate (Management of duties), Home Group Tutors

Committee Contributions: Student Engagement Committee, Student Pathways and Engagement team (SPACE), Principal's Advisory Committee (PAC), Cluster specific Home Group Tutors

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

POL Leadership Overview

Vision & Values	<ul style="list-style-type: none"> • Model Catholic Values to Staff and students through Leadership and actions • Participate in opportunities for development of faith and understanding of vision of the Catholic School • Provide opportunities for students to participate in the faith development
Knowledge & understanding	<ul style="list-style-type: none"> • Will lead with some guidance a specific school wide portfolio
Developing Self and others	<ul style="list-style-type: none"> • Has commenced further study in a related field • Model lifelong learning through engagement in professional enrichment programs that enhance own ability to perform the inherent duties of the role • Guides the development through instructional coaching to allocated staff
Portfolio Management	<ul style="list-style-type: none"> • Completes administrative tasks that directly link to their portfolio • Mange budgets • Contributes to the Development of Policies and assist in education for staff
Strategic direction	<ul style="list-style-type: none"> • Lead an aspect of the implementation of the strategic plan
Engaging with stakeholders	<ul style="list-style-type: none"> • Lead and manage designated staff • Work in partnership with direct manager, External agencies related to portfolio, staff, and families to educate all students at the College
Personal attributes	<ul style="list-style-type: none"> • Demonstrates effective communication • Is able to work with some direction from direct manager to guide tasks • Ability to provide support to Senior Leadership members of the College in order to enhance whole school view • Model practice to enhance student educative outcomes • Demonstrates organisational skills to acquit set tasks

Statement of Duties

Key duties of this leadership position include:



- Implement the strategic direction for the promotion and enhancement of student wellbeing and community engagement;
- Provide direction and leadership to a team of tutors responsible for the provision of pastoral care and associated curriculum;
- Provide instructional coaching to Cluster Associates to allow for Leadership development and role clarity;
- Contribute and collaborate with the Student Engagement Team to provide engaging development for staff in the area of Wellbeing, Resilience and Behaviour management;
- In accordance with College policies, procedures and leadership initiatives, provide clear and decisive disciplinary support to teachers and where necessary, participate in the responsible management of complex wellbeing and learning cases;
- Proactively case manage students with complex and challenging learning needs to ensure they are connected, protected and respected within the College environment;
- Effectively lead a Cluster of students and staff to actively engage with College and Cluster values, policies, procedures and culture;
- Actively engage in the planning, organisation, promotion, implementation and review of both Cluster and College events;
- Maintain organised, up to date and detailed records pertaining to student information;
- Actively ensure proactive communication with parents is undertaken by teachers wherever possible; and
- Manage cluster budget.