

Ocean Reef SHS Year Coordinator Role Description

Below is a brief description of roles. These roles may change based on the learning and support needs of students and the business needs of the school

- Work collaboratively as a member of the Student Services team to foster a learning environment that nurtures the emotional, physical and academic wellbeing of all students.
- Attend Student Services and Case Management meetings and case manage students as required.
Lead the formation and facilitation of the Student Council. Meeting minimum of twice per term. Provide peer support through the promotion of student leadership programs.
- Undertakes administrative duties related to the particular area of responsibility. For example, monitoring student attendance.
- Promote Positive Education School (PES) expectations. Initiate and support reward and recognition programs across the school. Active member of PES Committee.
- Develop, lead, implement and review pastoral care activities/programs.
- Promote and support students who are progressing, those who are achieving and those aiming for higher standards in their social, community and academic life. Promote students sustaining and regaining their Good Standing in regards to attendance, lateness, dress code and behaviour.
- Assist the administration of the school in such areas as orientation and induction of new students and parent information evenings.
- Foster positive school culture by organising competitions, educational visits or social activities for the year group including break time activities.
- In consultation with the Associate Principal and HOSS plan, organise and manage year assemblies.
- Refer Students At Educational Risk (academic, medical, attendance & behaviour) through the case management process.
- Record and communicate interventions and positive student behaviours/achievements with students/parents.
- Interrogate student data (attendance, behaviour, wellbeing, academic) to inform future practice in consultation with Student Services team.
- Support the HOSS in behaviour management.
- Act for HOSS in HOSS' short-term absence.
- Attend and engage in professional learning sessions with staff every Monday.
- Undertakes a teaching role, if required based on the business needs of the school.
- Attend regular team meetings to coordinate calendar events and activities such as:
 - Lower School Events include: Big Days In, Year 7 Transition, Welcome BBQ and Parent Information Nights.
 - Senior School Events include: School Ball, Final Assembly, Year 12 Fun Day, Year 12 Presentation night, Careers Expo, Parent Information Nights.
 - Year 11 and 12 Homeroom by taking a lead role in organising and planning the program, events and activities. Facilitate the dissemination of information to teachers and students through Homeroom as required.