



Iona College Geelong
Position Description &
Duty Statement
Head of Year 7 / Head of Learning

POL: Level 2 (\$5609 p/a) (x2)

Time allowance: TBC (x2)

Tenure: 28 January 2020 - 26 January 2021

Published: June 2019

Context:

Iona College Geelong is a Catholic Coeducational College located in Charlemont (15- minute drive from the Geelong CBD) which is part of the rapidly developing Armstrong Creek growth area located between Geelong and the Surf Coast (10 -minute drive from Torquay).

The College has been founded under the Governance of Catholic Education Melbourne and the Archdiocese of Melbourne.

Iona College Geelong invites suitably qualified and experienced teachers looking for an exciting career challenge by being part of the Leadership Team that will enhance the experience of the Foundation Students and Staff of Geelong's newest Catholic Secondary College.

Iona College Geelong has a long-term projected student enrolment of 1,500 students and will be commencing with approximately 130 students in Year 7 (2020).

Given the implicit link between student wellbeing and learning, the College is looking to appoint two outstanding and creative individuals to this position commencing in January 2020. It is expected that the two appointments made to this position will work collaboratively together with the College Principal and Foundation Staff Members and take shared responsibility for the duties outlined below. This position is the highest level of leadership (outside of the Principal) at Iona College Geelong in 2020 and time release/remuneration is expected to increase in subsequent years.

The Foundation Principal will consult with the successful applicants regarding time release for this position once the learning program and timetable has been finalised.

Position Description:

The shared position of Head of Year 7/Head of Learning will be responsible primarily for the wellbeing and learning students in Year 7. They will monitor and act as a point of referral (together with the Home Group Teachers) with regard to student progress and wellbeing and coordinate intervention with students, parents/guardians and subject teachers where appropriate.

The shared position of Head of Year 7/Head of Learning is expected to model a Restorative Practices approach when dealing with students, parents/guardians and colleagues.

General Duties:

- Assist the Foundation Principal in activities associated with the opening of the College in 2020 and beyond including the official opening.
- Meet with the Foundation Principal on a weekly basis to ensure effective management of the college.
- Ensure that there is a positive wellbeing approach for all students in Year 7.
- Ensure effective communication takes place with parents/guardians of Year 7 students.
- Communicate with parents/guardians who have any concerns with regard to student progress and wellbeing concerns.
- Along with the Home Group teacher, meet personally with parents/guardians in an attempt to correct any areas of concern.
- Enact a Restorative Practices approach to wellbeing in the Iona College Community.
- Work with the College staff to enact a positive approach to wellbeing.
- Coordinate and assist staff with the Learning Program at the College in 2020
- Assist with the coordination of staff meetings and the development of an associated agenda.
- Coordinate the student reporting processes and parental meetings at the College in 2020.
- Oversee and contribute to the writing of the College Learning Program.
- Coordinate the Year 7 Camp 2020.
- Coordinate NAPLAN and any other testing taking place in 2020.
- Ensure that documentation relating to student matters is recorded on the College network.
- Monitor and follow-up (with Home Group Teachers) student's absences without explanation.
- Develop a positive ethos within the year 7 group through the organisation of particular activities and assemblies for the level as a whole.
- Acknowledge and celebrate student success in all aspects of school and community life and ensure that this information is passed on to the appropriate staff so that it can be published online.
- Plan and coordinate alternate activities for the first day and last days of school.
- To organise class groupings when the Year Level transitions to the next year in 2021.
- To write a Year Level and Learning based reflection for the College Year Book
- Be aware of, support and enact Complispace policies, in particular, Student Duty of Care policies.
- Be aware of, support and enact the Child Safe Standards of Iona College Geelong.
- To participate in any appraisal process designed by the College in relation to this position.
- To contribute to any appraisal process designed by the College in relation to other staff of Iona College.

- To participate in and work collegially with staff in relation to any Professional Development programs as adopted by Iona College.
- Deputise for the Principal when he is absent from the College.
- Any other duties as requested by the Principal.
- **Closing Date:** Wednesday 3rd of July 2019 (4pm).

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