



Year Level Leader

Reports to:	The relevant Director of Student Wellbeing
POL Level:	3
Time Allowance:	14 periods, per cycle (0.30)
Tenure:	2027-2029

Thomas Carr College is a dynamic Catholic learning community guided by our Gospel values. Our Catholic faith has a vital role to fulfil in the education of our students; it is at the very core of our purpose and identity. Each Thomas Carr College staff member bears witness to these values in their interactions with staff, students, families and the community.

This role description is written in light of the Mission and Vision Statements of the College. Our community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage while looking with imagination to the future. All dimensions of life at the College, including the work of the Year Level Leader, are aimed at supporting the growing, learning person: the young people whom the College serves.

All leaders at the College accept responsibility for working with staff teams, through collaborative leadership for growth, in the development of a positive school climate supporting high expectations and high levels of success for all students.

COMMITMENT TO FAITH

All positions at Thomas Carr College are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by our founder Archbishop Thomas Carr. It is expected of all employed at Thomas Carr College that they:

- Accept and model the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, striving to help students to understand, accept and appreciate Catholic teaching and values.
- Comply with the accreditation policy of the CECV to teach in a Catholic school.

THOMAS CARR IS A CHILD SAFE SCHOOL

Thomas Carr College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young people and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child



safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

OVERVIEW

Young people shine when they are afforded the opportunity to be connected, engaged, and can flourish in their learning and their interactions with others in a safe and nurturing environment.

The Year Level Leader provides leadership and support to students, staff, and families in the areas of wellbeing, pastoral care, positive behaviours, and community engagement. This is achieved through sound policies, processes, programs, and procedures that adhere to Government and Melbourne Archdiocese Catholic Schools requirements.

We have two Year Level Leaders at each of Years 7, 8 and 9 who partner together in supporting the cohort.

KEY RESPONSIBILITIES

- Ensure that the learning environment is student-centred, calm, flexible, and based on respectful and authentic relationships.
- Keep abreast of current best practice in Student Wellbeing.
- Remain informed of contemporary challenges and opportunities for young people.
- Build a strong sense of team with the Pastoral and Learning Mentors within and across the Year Level to nurture the relationship between each student and their Pastoral and Learning Mentor.
- Together with the Directors of Student Wellbeing, support students to flourish through individual case-management of their wellbeing and performance and, where necessary, appropriate interventions.
- Collaborate with the Directors of Student Wellbeing and the broader Wellbeing Team to ensure all students are connected to the College community, engaged in their learning, and striving to let their light shine through the cultivation of positive behaviours.
- Work with staff to identify and implement strategies and activities that promote cohesion across the Year Level and the College.



- Model respectful relationships in dealings with students, staff, parents, and outside agencies.
- Provide support for staff in their responsibilities for holding students to account with respect to positive behaviours and expectations.
- Engage with and utilise data to ensure a culture of continuous improvement in Student Wellbeing.
- Work in partnership with families and all stakeholders to support the growth and wellbeing of students.
- Lead and deliver professional learning to the College staff in the areas of student engagement, student connection, and positive behaviours.
- Support all interventions for students at risk – academically, physically, or broadly in their personal wellbeing.
- Maintain an understanding of best practice responses to students and families at risk.
- Lead and implement actions that create a culture of Restorative Practices.
- Conduct Student Support meetings with parents, students, and staff as required.
- Ensure the consistent delivery of the Time to Shine Program.
- Plan, implement, and participate in transition events throughout the year levels.
- Plan and deliver assemblies and meetings to create connectedness amongst the students.
- Identify and facilitate support for students and families at risk through external and community agencies.
- Maintaining clear and consistent records of communications with students, staff, families, and external agencies.
- Liaise with the College’s Counselling Team, Learning Diversity Team, Youth Liaison Officer, and the Strategic Wellbeing Team to case manage support for individual students.
- Support the School Life Leader in promoting student voice, student agency, and student connectedness across College life.
- Meet regularly with student leaders to create and deliver opportunities for student action.
- Conduct enrolment and exit interviews with students from their Year Level.
- Create a sense of connectedness to the Year Level through expectations, activities, and relationships.
- Together with the Wellbeing Team, create, implement, and embed a culture of connectedness, engagement, and positive behaviours.
- Case manage individual Student Support Plans across the Year Level.
- Using the policies, processes, and procedures of the College, work with the Director of Student Wellbeing: Engagement to address any behaviour concerns.



YEAR LEVEL SPECIFIC DUTIES:

Year 7:

- Liaise with the Registrar and other stakeholders to facilitate the transition process from Year 6 to Year 7.
- Liaise with the Learning Diversity Leader to facilitate extra transition for future Year 7 students with additional needs.
- Along with the Director of Student Wellbeing: Engagement, develop and implement a Year 7 Transition Program.
- Organise and oversee the Year 7 Camp program.

Year 8:

- Liaise with the Director of Students: Positive Behaviours to develop and implement a program that will enhance the Year 8 students' engagement with their learning and with the co-curricular life of the College.
- Collaborate with the Good Samaritan Campus Leader to facilitate and promote the Shine Program.

Year 9:

- Work with the Director of Learning & Growth: Curriculum and the Good Samaritan Campus Leader in the delivery of the iD9 Program.
- Collaborate with the Director of Student Wellbeing: Connection to develop opportunities for Year 9 students to engage with the co-curricular life of the College.

TEAM ENGAGEMENT:

- Chair the Year Level Team
- Chair a Student Engagement Team
- Member of the Wellbeing Team
- Member of the Transition Team

Through mutual agreement some variation in the specified responsibilities may take place during the term of appointment as a part of a normal process of ongoing evaluation of the College's operations

All employees at Thomas Carr College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004, the Equal Opportunity Act and CECV Commitment Statement to Child Safety.



ATTRIBUTES

1. A firm belief in and commitment to the Mission and Vision of the College and an ability to articulate and promote these.
2. Demonstrated ability to work in a collaborative environment skilled at developing sustained relationships with staff, students and parents.
3. A clear vision for wellbeing based on contemporary thought and practice.
4. Demonstrated ability to develop and lead within a learning environment that enables the pursuit of excellence, including planning, implementation and evaluation.
5. Proven commitment to ongoing growth as a leader and teacher.
6. Demonstrated excellence in the use of digital technologies in an educational setting.
7. Excellent communication, administrative and organisational skills.

QUALIFICATIONS

- Appropriate tertiary qualifications
- VIT Registration
- CECV Accreditation to Teach in a Catholic School (or working towards)

Thomas Carr College is an equal opportunity employer that promotes the safety, wellbeing and inclusion of all children.