



DUTY STATEMENT

Head of Year

Date:	January 2022
Time:	Full-time
Status:	Contract position (six years, divided into two terms of three years) & temporary position 2022
Department:	Secondary

POSITION CONTEXT:

Mercy College is a Catholic, coeducational school with over 1600 students from Kindergarten to Year 12. Mercy College was established by the Sisters of Mercy in 1972 and is located on a spacious 10-hectare site. The College provides modern facilities, generous playing fields and open, well-kept grounds. This adds to the College's mission of providing an environment that is safe, nurturing and caring for our culturally diverse student population.

The education, growth and pastoral care of students is the responsibility of all staff at the College. However, the Head of Year plays a vital role in ensuring that all students associated with their particular Year Group have every opportunity to experience an education that aligns with the vision statement of the College. The Head of Year works with the Deputy Principals, Pastoral Care teachers, CAVE staff and the counselling and wellbeing team, to ensure a positive learning experience of students.

The position of Head of Year should be one as having significant standing within the College community. Heads of Year exercise an important and influential leadership role within the teaching staff and is an integral part of the Middle Leadership Team.

LINE MANAGEMENT:

Working under the direction of the Principal (via the Deputy Principals).

DUTIES AND RESPONSIBILITIES:

Catholic Identity

- Support and provide modelling of the College's Mission and Vision;
- Provide pastoral care to students inspired by Gospel values;
- Bear witness to the Catholic faith in an overt and knowledgeable manner;
- Provide appropriate pastoral and faith experiences;
- Seek faith and liturgical opportunities to deepen their personal relationship with God.

Education

- Encourage students in the Year Group to achieve standards of personal excellence;
- Follow-up on students identified as seriously under achieving or being a significant behaviour problem;
- Carry out the duties of a classroom teacher in an exemplary manner;
- Provide support to Pastoral Care Teachers in monitoring student progress and assisting students who are experiencing difficulty with their educational programme;
- Lead and encourage Pastoral Care teachers to contact parents as the need arises;
- Use student data to track learning growth, engagement and areas needing support;
- Lead school wide approaches to restorative practice, trauma informed practices and contemporary pedagogies.

Community

- Induct new students to the College into year practices and procedures;
- Support the induction and development of student leadership roles within the College;
- Promote and guide year level activities as required in order to promote a positive spirit within the year group;
- Affirm students to ensure they feel involved and connected to the Year Group;
- Encourage a sense of belonging, loyalty and spirit amongst students in the Year Group;
- Report students of concern and ensure that follow-up and monitoring occurs for students identified as being at risk;
- Counsel students as appropriate and work with the College support services – including Counsellors, Careers Advisor, Head of Learning Area, House Leaders and Pastoral Care Advisor;
- Implement with consistency and in an appropriate manner the College policy on student discipline and uniform standards;
- Support teaching staff in the management of student behaviour by utilising the pastoral and discipline policies of the College.
- Handle cases of student discipline beyond the responsibility of class teachers and maintain records of all disciplinary action taken.
- Provide support to the Deputy Principals, in issues of serious student breaches of College policy.
- Immediately inform the Deputy Principals, regarding matters of self-harm, suspected drug use, physical/sexual abuse, consistent with Mandatory Reporting protocols and Child Safe framework;
- Contact parents in order to resolve student issues such as discipline or performance concerns in a prompt and effective manner;
- Support parents in their role as the primary educators and care-givers to their children.

Stewardship

- Contribute in an effective manner to HOY meetings and other relevant middle and senior management meetings as required.
- Hold year level assemblies as required providing students with strong leadership in areas such as standards in uniform, behaviour and academic performance.
- Organise and plan significant year level activities.
- Communicate effectively with parents with respect to the planning and information related to year level activities.
- Ensure that year level and student activities are reported on through College publications such as Social Media platforms, the College Website and Daily Notices. This includes written and photographic displays.
- Provide support to House Leaders in their responsibilities associated with their House. This includes the management of student organisers, punctuality and attendance.
- Assist the SLT by overseeing the correct implementation of the uniform and behaviour management policy by teachers at the College.
- Provide support to the relevant Deputy Principal regarding the proofing of academic reports.
- Oversee and supervise the implementation of the staff duty roster. This includes overseeing staff on duty, ensuring punctuality, cleanliness of areas and the monitoring of student behaviour in each duty area.
- Monitor and manage students who arrive late to school each morning.
- Follow up students who are marked as absent without confirmation during the school day.
- Manage lost property of students.

General

- Actively support the major events of the College. For example, Award Assemblies, Valediction Mass and Parent Information Evenings.
- Carry out other duties related to the management and leadership of the students as assigned by the Principal.

KNOWLEDGE, SKILLS AND EXPERIENCE:

- Have completed or have made progress towards completing Accreditation to Teach in a Catholic School.
- Have a minimum of five years relevant educational experience.
- Must hold a current registration with the Teacher Registration Board of Western Australia (TRBWA).
- Must hold a current 'Working with Children' card.
- Treat all information of the College in a confidential manner.
- Develop relationships with all staff, students and family members in such a manner as to support the Catholic Education Office / Mercy College Code of Conduct.
- Commitment to Child Safety and Protection consistent with the CEWA Child Safe Framework.

SALARY, TERMS AND CONDITIONS:

- The successful applicant will be employed under The Roman Catholic Archbishop of Perth Teaching Staff Enterprise Bargaining Agreement 2015 (EBA).
 - Teach: 0.4 – 0.6FTE
 - Salary level: Step 1 – Step 10
 - Promotional allowance: Category 1, Level 1
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