

*WARRACKNABEAL SECONDARY COLLEGE*

# Positions Of Responsibility Role Description Handbook - 2018

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© Warracknabeal Secondary College  
Tregear Street  
Warracknabeal, VIC3393  
Phone 0353981433 • Fax 353982430 • Email [warracknabeal.sc@edumail.vic.gov.au](mailto:warracknabeal.sc@edumail.vic.gov.au)



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## Introduction

The following model and associated list of Positions of Responsibility has been developed taking into account the feedback obtained from WSC staff via the staff opinion survey, through consultative consultation processes and whole staff meetings.

The principal, as the Employer's representative, has responsibility for determining the organisational duties necessary for the efficient running of the school and the time release (if any) and special payment (if any) applicable for each organisational duty.

## How it works

All teachers are required to take on roles **equal to or greater than** a required minimum of points dependent on their years of experience. All staff must do their minimum amount of points and preference for jobs will take into account sharing the workload.

The following table outlines the minimum point value expected of each teacher classification.

Classroom Teacher Range	Points
One	1
Two	2

All positions are split into three rounds.

- Round A - includes time release, but not points. If a Round A job is taken on, you are not required to do any more points/jobs.
- Round B – Roles that will come with points and/or time release. If you have a Round A job, then just time. If not, then you get points and time.
- Round C – Points only.

If a teacher is part-time, this will be taken into consideration and an adjustment will be made.

In an instance where a staff member takes on responsibilities in excess of the minimum point value, a special payment of \$1000 for each point above the minimum point value shall apply.

ES staff will not receive points/payments unless the job is completed outside of their normal work hours (for example, Daily Org)

Initially it will be a simple expression of interest via email to the principal. However, if there is competition for a position, then the expression of interest form below will be used and selection process will be undertaken, if required.

Positions will be awarded on performance in a merit-based process, with consideration given to the balance of sharing the duties across the staff.

*For example, a range one teacher applies for, and is successful in gaining the roles of level coordinator (Round A), magazine coordinator (1 point) and vehicle maintenance (1 points).*

*This teacher has a Round A job, which means they are not required to take on any more points. This means they have taken on 2 extra points.*

*The special payment amount is calculated as  $2 \times \$1000 = \$2000$ .*

Some positions will be rolled-over at the end of each year with the others being advertised during Term 4.

# LIST OF POSITIONS

Points	Time	Round	Role
	2	A	Year 7 Coordinator
	2	A	Year 8/9 Coordinator
	2	A	Year 10/11 VCE Coordinator
	2	A	Year 12 Coordinator
	3	A	Sports Coordinator
	3	A	VCAL Coordinator
5	2	B	Whole School Literacy/English Domain
1	1	B	Curriculum Domain Leader Science
1	1	B	Curriculum Domain Leader Humanities
1	1	B	Curriculum Domain Leader Maths
1	1	B	Curriculum Domain Leader HAPE
1	1	B	Curriculum Domain Leader Art & Tech
3		C	Timetabler
2		C	Energy Breakthrough Coordinator
2		C	SRC Coordinators
2		C	Environmental Coordinator
2		C	Transport & Buses Coordinator
2		C	Staff Association Coordinator
2		C	Deb Ball Coordinator
2		C	Staff Wellbeing
1		C	Vehicle Maintenance Coordinator
1		C	School Magazine Coordinator
1		C	Uniform Coordinator
1		C	Lockers Maintenance/Cleaning
?		C	Other? Negotiate your own role

## EXPRESSION OF INTEREST FORM

Name			
Position I wish to apply for:			
How many positions will you be applying for in total (Round A&B)	With 1 being the highest, what preference do you have for this position?		
Names of 2 referees that may be contacted	1.		
	2.		
Response to KSC (please add attachments if you require more space)			
This will only be required if there is more than one applicant for a position, and if a selection process is required.			
Signed			Date

## MIDDLE SCHOOL (7 & 8/9) COORDINATOR

There are two (2) positions available.  
Indicative Time Allowance – 2  
Round A

### General Statement

The core business of the **Middle School Team** is to provide effective wellbeing, classroom management and learning support for all students and teachers of Year 7-9.

### Specification of Duties

To be responsible for a specific Year Level within the Middle School (7 or 8/9)

*Working directly with the Middle School Team to achieve the following:*

- Responsibility for all aspects of **student wellbeing, pathways, transition & discipline** for a specific year level
- **Respond** appropriately in a timely and efficient manner (within 24 hours) to all student management concerns reported through electronic, written or verbal means of **communication**
- **Promotion** of the Middle School and the programs offered across the college
- Organising and/or participating in relevant Year Level events and camps
- Monitor and address attendance of students below 95%
- The identification of **students at risk** and work with the Student Engagement Leading Teacher to address the concerns
- Participate actively in contributing to Parent-Student **Information evenings**
- Collect **data** on student progress as feedback for staff and parents
- **Liaise** closely with the **teachers** and **parents** of Middle School students
- Conduct regular formal and informal meetings with the Middle School **teachers** to ensure they are provided with the support they require to **build their capacity** in the area of **student management**
- Document, advertise and celebrate student achievement at years 7-9 in various forms of the media and public forums
- Manage the student programs and subject selection process where necessary
- Organise and End of Year Activities

### Accountability & Support:

- This position is managed by the **Assistant Principal** who is accountable for the outcomes of all students
- You will be supported by the **Student Engagement Leading Teacher** and your **PLT leader**.
- Relevant PD opportunities will be provided as required.

### Key Selection Criteria:

- Have a growth mindset and unconditional positive regard for all students
- Efficient administrative and time management skills
- Demonstrated high level interpersonal, communication and teamwork skills
- Ability to regulate emotions to provide a stable, consistent and positive approach to challenges
- A sound knowledge of working with challenging behaviours and families

## VCE COORDINATORS (10/11 & 12)

There are two (2) positions available.  
Indicative Time Allowance – 2  
Round A

### General Statement

The core business of the **Senior School Team** is to provide effective wellbeing, classroom management and learning support for all students and teachers of Year 10-12

### Specification of Duties

To be responsible for a specific Year Level within the Senior School (10/11 or 12)

*Working directly with the Senior School Team to achieve the following:*

- Responsibility for all aspects of **student wellbeing, pathways, transition & discipline** for a specific year level(s)
- **Respond** appropriately in a timely and efficient manner to all student management concerns reported through electronic, written or verbal means of **communication**
- **Promotion** of the Senior School and the programs offered across the college
- Organising and/or participating in relevant Year Level events (fit to drive, student led events, student/staff morning teas, Farewell Dinner, etc.), camps, virtual/distance learning, uniform
- The identification **of students at risk** and work with the Student Engagement Leading Teacher to address the concerns
- Participate actively in contributing to Parent-Student **Information evenings**
- Collect **data** on student achievement as feedback for staff
- Monitor and address attendance of students below 95%
- **Liaise** closely with the **teachers** and **parents** of Senior School students
- Conduct regular formal and informal meetings with the Senior School **teachers** to ensure they are provided with the support they require to **build their capacity** in the area of **student management**
- Document, advertise and celebrate student achievement at years 10-12 in various forms of the media and public forums
- Interview students and support with Career Action Plans
- Manage the student programs and subject selection process where necessary
- Coordinate and organise internal and external exams and orientation program
- Support VCE staff with audit requirements and procedures
- Support careers coordinator to engage students in workplace learning

### Accountability & Support:

- This position is managed by the **Assistant Principal** who is accountable for the outcomes of all students
- You will be supported by the **Student Engagement Leading Teacher** and your **PLT leader**.
- Relevant PD opportunities will be provided as required.

### Key Selection Criteria:

- Have a growth mindset and unconditional positive regard for all students
- Efficient administrative and time management skills
- Demonstrated high level interpersonal, communication and teamwork skills
- Ability to regulate emotions to provide a stable, consistent and positive approach to challenges
- A sound knowledge of working with challenging behaviours and families

## VCAL COORDINATOR

Indicative Time Allowance – 3  
Round A

### General Statement

The core business of the **VCAL Coordinator** is to facilitate the effective delivery of a dynamic and engaging, project focused VCAL. This involves providing curriculum, teaching and learning support for teachers of VCAL. It is effectively a combined domain leader and a student coordinator role.

### Specification of Duties

To be responsible for: Foundation to Senior VCAL (Year 10-12)

*Working directly with the Senior School Team to achieve the following:*

- Monitor, develop and promote VCAL program
- Ensure **Quality Assurance** measures are in place
- Develops projects for **project-focused VCAL**
- Ensure VCAL is a relevant and rigorous program
- **Support** staff to develop their knowledge and **understanding of VCAL**
- Support careers coordinator to engage students in workplace learning
- Promote the variety of **pathways** that exist for students within the College through publicity, press and other exposure including the design of publicity materials.
- Maintain an annual **budget** and maintain financial records of expenditure
- Responsibility for all aspects of **student wellbeing, pathways, transition & discipline** for VCAL students
- **Respond** appropriately in a timely and efficient manner (within 24 hours) to all student management concerns reported through electronic, written or verbal means of **communication**
- **Promotion** of the Senior School across the college, including actively in contributing to Parent-Student **Information evenings**
- Organising and/or being present at relevant Year Level events, camps and induction day
- Monitor and address attendance of students below 95%
- The identification of **students at risk** and work with the Student Engagement Leading Teacher to address the concerns
- Collect **data** on student progress as feedback for staff and parents
- Conduct regular formal and informal meetings with the VCAL **teachers** to ensure they are provided with the support they require to **build their capacity** in the area of **student management**
- Document, advertise and celebrate student achievement in VCAL in various forms of the media and public forums
- Interview students and support with Career Action Plans

### Accountability & Support:

- This position is managed by the **Assistant Principal** who is accountable for the outcomes of all students
- You will be supported by the **Student Engagement Leading Teacher** and your **PLT leader**.
- Relevant PD opportunities will be provided as required.

### Key Selection Criteria:

- Have a growth mindset and unconditional positive regard for all students
- Efficient administrative and time management skills
- Demonstrated high level interpersonal, communication and teamwork skills
- Ability to regulate emotions to provide a stable, consistent and positive approach to challenges
- A sound knowledge of working with challenging behaviours and families



## SPORTS COORDINATOR

Indicative Time Allowance – 3  
Round A

### General Statement

The core business of the Sports Coordinator is to support the effective delivery of a dynamic and engaging sport program to the entire school through teamwork, staff support and development to showcase student achievement. The role consists of managing all aspects of intra and interschool sports.

### Specification of Duties

Intra House Sport Duties Include: Organise and coordinate the swimming, athletics (including trials) and cross country intra school events. This will include the following for each event: Set date and venue; distribute dates to all staff, canteen and newspaper; book venue; organise set up and pack up; allocate staff duties; organise catering; work with captains to generate house teams; run/organise house meeting when needed; data entry of teams; create and print programs; put out relevant information on newsletter and Edmodo; invite relevant people to present trophies; organise engraving of trophies, pictures and reports for newsletter/newspaper.

*The duties below will also need to be completed for division, region and/or state level competitions for athletics, swimming and athletics.*

Inter School Sport Duties Include-

Organise and coordinate all inter school sports teams. This will include:

Distribute dates to staff, team selection; coaching and umpiring or coordination of; liaising with office – costings, paperwork, creation of permission forms; organise transport; completing risk management requirements; organising uniforms; equipment, first aid, etc.; organising appropriate supervision; complete reports for newsletter and newspaper.

Other duties:

Assisting with appointment and management of SportsReady Trainee; allocate staff and students to houses, run house captain election process; appointment and management of DISSC students, allocate and present end of year awards (sports participation awards and, male and female sportsperson of the year), manage Edmodo Sport page, attend division sports coordinators meetings – and region meetings if appropriate.

### Accountability & Support:

- This position is managed by the **Principal** who is accountable for the success of community events
- You will be supported by the **HAPE Domain Leader, Principal** and your **PLT leader**.
- Relevant PD opportunities will be provided as required.

### Key Selection Criteria:

- Demonstrated ability to provide administrative leadership.
- Demonstrated ability to be an effective member of a team.
- A proven record of effective management of some aspect of a school program.
- A sound knowledge of content trends and issues relevant to the scope of the position.
- Evidence of successful achievement of appropriate Professional Standards.
- Demonstrated high-level interpersonal skills.

## LITERACY & ENGLISH DOMAIN LEADER

Indicative Time Allowance – 2

Point Value – 5

Round B Position

### General Statement

The core business of the Literacy Leader is to lead and foster a culture of Literacy Teaching and Learning across the school and specifically in the English Domain

### Specification of Duties

To be responsible for:

*Working with the English Domain, all teaching staff and the Assistant Principal to achieve the following:*

- Ensuring the English curriculum is **guaranteed** and **viable**
  - Guaranteed:
    - Consistently taught across year levels where appropriate
    - Curriculum documentation in updated (Unit Plans and Scope and Sequences) and available on the website and server
    - Resources are shared between staff (on the server)
    - New teachers are supported to ensure a smooth transition from year to year
    - There are common assessment tasks which is assessed by a rubric
  - Viable:
    - Curriculum is **evaluated** each year to determine if it is viable to teach within the allocated time
- **Meeting** with all members of the Domain individually and/or as a team, at least once a fortnight to write and discuss the implementation of the curriculum. The main purpose of these discussions is to ensure the curriculum is being taught consistently across and between year levels. Document agenda and minutes where appropriate.
- Consistently **model** the use of powerful learning and effective teaching strategies
- Investigating **PD** opportunities to support staff to enhance Literacy outcomes in the school
- Develop and maintain the Domain's **budget**
- Participate in domain leader meetings
- Update domain specific aspects on the website and relevant student handbooks
- Ensure compliance with and maintenance of OH&S guidelines within the domain.
- Update the booklist in the Term 3 of every year.
- Order VCE trial exams.
- Provide Domain specific information to support the end of Semester report writing process
- Observe and give feedback to teachers on teaching reading and writing strategies across the school
- Provide professional development at staff meetings
- Analyse PAT, NAPLAN and VCE data to improve Literacy outcomes across the school
- Developing a whole-school literacy plan and working with school leadership to implement it

### Accountability & Support:

- This position is managed by the Assistant Principal who is accountable for the outcomes of the academic program
- You will be supported by the Assistant Principal and your PLT leader.
- Relevant PD opportunities will be provided as required.

### Key Selection Criteria:

- Have a growth mindset and unconditional positive regard for all students
- Efficient administrative and time management skills
- Demonstrated high level interpersonal, communication and teamwork skills
- Ability to regulate emotions to provide a stable, consistent and positive approach to challenges
- A sound knowledge of the Victorian Curriculum framework, especially within the specific Domain
- Outstanding understanding of best practice literacy teaching and learning

## CURRICULUM DOMAIN LEADER

Indicative Time Allowance – 1

Point Value – 1 (unless a Round A position is also being undertaken)

Round B Position

There are 5 positions available:

1. Mathematics
2. Science
3. Humanities
4. Art/tech
5. HAPE

### General Statement

The core business of the Domain Leader is to lead and foster a culture of collaboration that places curriculum at the centre of our work.

### Specification of Duties

To be responsible for a specific Domain of the school:

*Working with their teaching staff and Assistant Principal to achieve the following:*

- Ensuring the curriculum is **guaranteed** and **viable**
  - Guaranteed:
    - Consistently taught across year levels where appropriate
    - Curriculum documentation in updated (Unit Plans and Scope and Sequences) and available on the website and server
    - Resources are shared between staff (on the server)
    - New teachers are supported to ensure a smooth transition from year to year
    - There are common assessment tasks which is assessed by a rubric
  - Viable:
    - Curriculum is **evaluated** each year to determine if it is viable to teach within the allocated time
- **Meeting** with all members of the Domain individually and/or as a team, at least once a fortnight to write and discuss the implementation of the curriculum. The main purpose of these discussions is to ensure the curriculum is being taught consistently across and between year levels. Document agenda and minutes where appropriate.
- Consistently **model** the use of powerful learning and effective teaching strategies (particularly Literacy)
- Investigating **PD** opportunities to support staff to enhance outcomes in the domain
- Develop and maintain the Domain's **budget**
- Participate in domain leader meetings
- Update domain specific aspects on the website and relevant student handbooks
- Ensure compliance with and maintenance of OH&S guidelines within the domain.
- Update the booklist in the Term 3 of every year.
- Order VCE trial exams.
- Provide Domain specific information to support the end of Semester report writing process

### Accountability & Support:

- This position is managed by the Teaching and Learning Leader who is accountable for the outcomes of the academic program
- You will be supported by the Teaching and Learning Leader and your PLT leader.
- Relevant PD opportunities will be provided as required.

### Key Selection Criteria:

- Have a growth mindset and unconditional positive regard for all students
- Efficient administrative and time management skills
- Demonstrated high level interpersonal, communication and teamwork skills
- Ability to regulate emotions to provide a stable, consistent and positive approach to challenges
- A sound knowledge of the Victorian Curriculum framework, especially within the specific Domain

## DEB BALL COORDINATOR

Point Value - 2  
Round C Position

### General Statement

The core business of the **Debutante Ball** is to support the effective delivery of a dynamic and engaging school debutante ball to the entire school community through teamwork, staff, student and parents support.

### Specification of Duties

To be responsible for:

- Running the Deb Ball in line with agreed protocols in consultation with the School Council
- Book photographer, video, DJ/Music, decorations and reserve the hall
- Organise students to complete tasks of setting up the hall, oversee the progress – decorations, hire of goods, etc.
- Include students who are not doing the deb to usher and participate in other jobs on the night
- Organise debs with partners, meet with students to vote on theme, colours, guests of honour, music, suits, flowers, lapel and corsage
- Attend all trainings and rehearsal – 8-9 weeks
- Organise a dance teacher and liaise with them for training purposes
- Meet with photographer and videographer to organise times etc.
- Organise official party, meet and greet team on the night
- Work with front office to collect all money related to the running of the night
- Hold frequent student meetings before the ball
- Organise a roster for students to set up afternoon tea for the training sessions
- Clean and set up hall day before the ball
- Print tickets, programs and posters
- Work with school captains on order of the night information
- Liaise with Landt home to organise a second presentation following the Deb Ball
- Organise and send in deb information to the Warrack herald, including ads

### Accountability & Support:

- This position is managed by the Senior School Leader who is accountable for the outcomes of the Senior School students
- You will be supported by the Senior School Leader and your PLT leader.

### Key Selection Criteria:

- Highly developed administrative and time management skills
- Demonstrated high level interpersonal, communication and teamwork skills
- A proven record of effective management of some aspect of a school program.
- Demonstrated capacity to engage community members in the planning and implementation of a community event.

## SRC COORDINATOR & LIAISONS

Point Value - 2  
Round C Position

### General Statement

This role involves acting as a facilitator ensuring the School Captains and SRC members are given appropriate support to enable them to do their job effectively.

### Specification of Duties

To be responsible for (either individually or with support from liaisons):

- The election of SRC representatives
- Organising and accompanying SRC Executive to a Leadership Conference (usually at the end of Term 3) in Ballarat or Mildura
- Organise and support SRC training, running of meetings, fundraising events and spending of funds
- Regularly meeting with the SRC Executive and assisting them in setting goals, targets and general administrative matters, particularly procedures and processes involved with running fundraisers.
- Organise badges for SRC Executive
- Work cooperatively as a team

### Accountability & Support:

- This position is managed by the **Assistant Principal** who is accountable for the outcomes of all students
- You will be supported by the Assistant Principal and your PLT leader.

### Key Selection Criteria:

- Have a growth mindset and unconditional positive regard for all students
- Efficient administrative and time management skills
- Demonstrated high level interpersonal, communication and teamwork skills
- Ability to regulate emotions to provide a stable, consistent and positive approach to challenges
- Demonstrated capacity to engage students in the planning and implementation of a whole of school events

## UNIFORM COORDINATOR

Point Value - 1  
Round C Position

### General Statement

The core business of the **Uniform Coordinator** is support the school with the administration and provision of the school uniform.

### Specification of Duties

To be responsible for:

- Establish through stocktake and purchasing a stock of uniform items in a range of sizes to be used to dress students who are out of uniform.
- Establish a second hand uniform stock through the purchase of or seeking donations from the community
- Identify and discussing concerns with the Assistant Principal and/or Student Engagement Leading Teacher about the adherence to the Uniform Policy
- Ensuring uniform stock at the school is maintained in clean and orderly state.
- Referring instances of financial hardship to the Student Engagement Leading Teacher
- Referring instances of possible neglect to the Assistant Principal and/or Student Engagement Leading Teacher

### Accountability & Support:

- This position is managed by the Principal who is accountable for the implementation of the School Uniform Policy
- You will be supported by the Assistant Principal and your PLT leader.

### Key Selection Criteria:

- Highly developed administrative and time management skills
- Demonstrated high level interpersonal, communication and teamwork skills
- A proven record of effective management of some aspect of a school program.
- A sound understanding of relevant DEECD guidelines and the school uniform policy

## STAFF ASSOCIATION COORDINATOR

Point Value - 2  
Round C Position

### General Statement

The core business of the **Staff Association Coordinator** manage all aspects of the staff association.

### Specification of Duties

To be responsible for:

- Staff Functions and events (Welcome BBQ, Cake of the Month, Term Events, Morning Teas, End of Year Functions).
- Organising celebrations, tributes and acknowledgements of individual staff including the appropriate cards, flowers, gifts.
- Collection of Staff Association fees.
- Payment of Accounts.
- Collection of monies prior to staff functions.

### Accountability & Support:

- This position is managed by the Principal who is accountable for the overall wellbeing and culture of the staff
- You will be supported by the Principal and your PLT leader.

### Key Selection Criteria:

- Highly developed administrative and time management skills
- Demonstrated high level interpersonal, communication and teamwork skills
- A proven record of effective management of some aspect of a school program.
- A proven ability to manage a team of staff to work collaboratively towards agreed goals

## ENVIRONMENTAL PROGRAM COORDINATOR

Point Value - 2  
Round C Position

### General Statement

The core business of the **Environmental Programs Coordinator** is to support the effective delivery of an engaging environmental program open to students across the whole school.

### Specification of Duties

To be responsible for:

- Monitor the College Environmental Policy which addresses issues such as energy saving, waste reduction and recycling as well as general education of the students and staff community.
- Oversee the implementation of the College 'Waste Wise Schools' Program.
- Work through the ResourceSmart Schools modules with the Environment Action group and relevant classes
- Organise an Environmental Committee which meets fortnightly.
- Regularly communicate with the Environment Action group via Edmodo
- Organise a roster for recycling on a weekly basis.
- Use a notice board for Environmental issues and publicity of special events.
- Monitor the presence of notices in each class room drawing attention to the saving of energy.
- Publicise special events such as World Environment Day and Arbor Week.
- Organise students to attend the annual 'GWM Water Conference'
- Make regular contributions to the Bulletin and Newsletter publicising waste wise practices at the school and events in the general environmental calendar.
- Encourage the participation of the College in the annual Caring for our Watersheds competition. This can be done as part of Geography/Outdoor Ed classes.

### Accountability & Support:

- This position is managed by the Principal who is accountable for the implementation of all School Council approved policies
- You will be supported by the Principal and your PLT leader.

### Key Selection Criteria:

- Highly developed administrative and time management skills
- Demonstrated high level interpersonal, communication and teamwork skills
- A proven record of effective management of some aspect of a school program.
- A sound understanding of relevant DEECD guidelines and the relevant school policies



## SCHOOL MAGAZINE COORDINATOR

Point Value - 1  
Round C Position

### General Statement

The core business of the **School Magazine Coordinator** is to support the provision of the annual school magazine that appropriately represents the activities of the school year. This document is of historical importance and as such should a high quality publication.

### Specification of Duties

- Producing the annual school magazine
- Ensuring quality control over the magazine production
- Making sure as many aspects of the school are represented within the magazine as possible
- Oversee the printing of the school magazine
- Manage the budget for the School Magazine program
- Ensuring the school magazine is distributed appropriately
- Developing an electronic database of all past magazines and placing them on the school website in a password protected area.
- Ensuring the principal approves the magazine before it is published/printed

### Accountability & Support:

- This position is managed by the Principal who is accountable for all public communications.
- You will be supported by the Principal and your PLT leader.

### Key Selection Criteria:

- Highly developed administrative and time management skills
- Demonstrated high level interpersonal, communication and teamwork skills
- A proven record of effective management of some aspect of a school program.

## BUSES & TRANSPORT COORDINATOR

Point Value – 2  
Round C Position

### General Statement

The **Buses & Transport Coordinator** has the responsibility of supporting the travel arrangements of students to and from school and liaising with all relevant stakeholders.

### Specification of Duties

To be responsible for:

- Responsibility for all aspects of the school bus transport system
- Liaison role with DOI and DEECD
- Liaison with parents
- Informing bus drivers of school closure days – for all schools (Primary, St. Mary's, Special Development School, Kindergarten and Secondary) in Warracknabeal
- General liaison between bus drivers and the school.
- Handing out newsletters to each driver each week.
- Bus duty – three nights per week – no other yard duty.
- Keeping accurate records of student numbers on each bus.
- Keeping accurate maps of bus routes for each of the bus runs.
- Getting notes and handing out bus passes for 'ad-hock' bus travellers.
- Ordering school buses for all faculties that require the use of an external bus.
- Working out the bus mileage for the schools eighteen seat bus and submitting this to the front office for the end of month accounts – each month.
- Organising meetings with bus captains to see if there are any problems that arise on any of the busses.
- Informing the Principal if problems arise on any of the bus services that are provided – either with students or drivers.
- Informing the Education Department and the Department of Infrastructure with details of any major issues that occur on the local school bus network – e.g. accident.
- Jointly working with the Bus Maintenance officer for bus servicing and record keeping for QAMs.
- Jointly working with the Bus Maintenance officer for keeping the bus emergency management plan up to date.

### Accountability & Support:

- This position is managed by the Principal who is accountable for adherence to DET guidelines and policies.
- You will be supported by the Principal and your PLT leader.

### Key Selection Criteria:

- Highly developed administrative and time management skills
- Demonstrated high level interpersonal, communication and teamwork skills
- A proven record of effective management of some aspect of a school program.
- A sound understanding of relevant DET guidelines and relevant school policies

## TIMETABLER

Point Value - 3  
Round C Position

### General Statement

The core business of the **Timetabler** is to develop a timetable that supports the effective delivery of the curriculum in the entire school, considering variables such as teacher loads, part-time staff, equity of loads, school priorities, student outcomes, etc.

### Specification of Duties

To be responsible for:

- Liaise with stakeholders to establish timelines in relation to the provision of a timetable.
- Liaise with the leadership team in relation of areas of priority in developing a timetable
- Liaise with personnel from other schools to coordinate timetables for the purposes of videoconference provision of subjects.
- To liaise with the Principal in relation to teacher allotments, time fractions/restrictions of staff.
- To develop and produce 2 major timetables (Semester 1 and 2) and then make any subsequent adjustments as required re: staff changes or teacher requests.
- To copy and distribute the timetable appropriately to students, parents, staff, admin and noticeboards around the college.

### Accountability & Support:

- This position is managed by the Principal who is accountable for the allocation of staff within the school
- You will be supported by the Principal and your PLT leader.
- Relevant PD opportunities will be provided as required.

### Key Selection Criteria:

- Highly developed administrative and time management skills
- Demonstrated high level interpersonal, communication and teamwork skills
- A proven record of effective management of some aspect of a school program.
- A demonstrated understanding of the mechanics of a timetable
- Demonstrated ability to create and work to stringent timelines

## SCHOOL VEHICLE COORDINATOR

Point Value - 1  
Round C Position

### General Statement

The core business of the **School Vehicle Coordinator** is to maintain the school vehicle fleet to a satisfactory operational standard.

### Specification of Duties

To be responsible for:

- Ensure users of the vehicles are conducting a safety inspection (gauges, controls, oil, water, seats, exterior lights, tyres, fittings, body damage, oil & water leaks, etc.)
- Organise required services
- Organise mechanical repairs as required
- Fill in Excel spreadsheet to allocate kms to relevant charging area (based on logbook) and send it to the Business Manager at the end of each month
- Organise cleaning of the vehicles and sheds
- Respond to fault notifications and organize repair quotes as required
- Fit safety labels as required
- Run staff updates on problems or training related to the vehicles

### Accountability & Support:

- This position is managed by the Business Manager who is accountable for the effective use of the school's financial resources
- You will be supported by the Business Manager and your PLT leader.

### Key Selection Criteria:

- Highly developed administrative and time management skills
- Demonstrated high level interpersonal, communication and teamwork skills
- A proven record of effective management of some aspect of a school program.
- A sound understanding of relevant DEECD guidelines

## STAFF WELLBEING COORDINATOR

Point Value - 2  
Round C Position

### General Statement

The core business of the **Staff Wellbeing Coordinator** is to contribute to the overall wellbeing culture of the staff.

### Specification of Duties

To be responsible for:

- Running wellbeing activities for staff at Teaching and Learning Meetings
- Liaise with the leadership team, staff association coordinator and chaplain/wellbeing worker to establish a whole school wellbeing program.
- Be familiar with staff wellbeing and health processes, resources and pathways of care. Social, emotional, mental and physical.
- Organising staff wellbeing activities to improve staff connectivity and morale

### Accountability & Support:

- This position is managed by the Principal who is accountable for the overall wellbeing of staff and students.
- You will be supported by the Principal and your PLT leader.

### Key Selection Criteria:

- Highly developed administrative and time management skills
- Demonstrated high level interpersonal, communication and teamwork skills
- Dedication to improving the health and wellbeing of staff and students

## ENERGY BREAKTHOUGH COORDINATOR

Point Value – 2  
Round C Position

### General Statement

The core business of the **Energy Breakthrough** is to support the planning, implementation and evaluation of the school Energy Breakthrough Challenge Team.

### Specification of Duties

To be responsible for:

- The processes of selecting students to be part of the team. These should be transparent and open to all students.
- All aspects of entering the school team in the event.
- All planning associated with the event and the travel to and from it.
- Seeking sponsorship for the event and seeking council approval prior to advertising on the vehicle. It is essential that sponsors are appropriate for a school event.
- Oversee the design, construction and trialling of the vehicles.
- Oversee the training of participants and the trialling of vehicles and ensure that all reasonable precautions are taken to ensure the safety of participants and the general public.
- Provide opportunities for other staff to participate in the program as a whole.
- Enlist parent support where possible.
- Advertise and promote the program and event via the local media, newsletter and school website and Facebook page.

### Duties

- Within the Scope of the position (as specified above)
- To undertake the responsibilities outlined in the Specification of Duties above and as negotiated with the Assistant Principal.
- To be an effective member of the College team.
- To contribute to a performance and development culture
- To undertake effective management of administrative aspects of the position.
- Other duties as determined by the Principal

### Key Selection Criteria

- Highly developed administrative and time management skills
- Demonstrated high level interpersonal, communication and teamwork skills
- A proven record of effective management of some aspect of a school program.
- A sound understanding of relevant DEECD guidelines and the school policy.