



# Immaculate Heart College

Through Mary to Jesus: "The Way, the Truth and the Life"

John 14:6

## Program Coordinators

The Program Coordinator is accountable to the principal for the effective management of the designated area of responsibility. In addition to administrative duties, the Program Coordinator has a teaching role negotiated with the principal.

The role of the Program Coordinator includes:

- providing educational leadership in the school and the community by developing and promoting the school vision and encouraging staff, community volunteers and others to share ownership of the school's vision and goals
- leading the school community to accept and develop opportunities for improved service in the relevant area of responsibility
- facilitating workforce effectiveness
- contributing to the development of the Business plan and the management of administrative and operational systems, including financial and physical resources, in the relevant area of responsibility effectively and ethically
- extensive liaison between this position and the Executive team, and relevant specialist staff
- accountability for student learning outcomes and learning programs through monitoring and reporting of outcomes

**The Program Coordinator positions for 2025 include:**

### Program Coordinator Years 7 – 9

The Program Coordinator Year 7, 8 & 9 is line managed by the principal. The Year 7, 8 & 9 Program Coordinator has responsibilities in the pastoral care and curriculum programs offered in Years 7-9 and is invited to participate at Senior Leadership Team meetings.

#### Management responsibilities

- student attendance in Years 7, 8 & 9
- student dress code compliance in Years 7, 8, & 9
- students at academic risk in Years 7, 8 & 9
- student *Good Standing* in Years 7, 8 & 9
- joint responsibility with other relevant program coordinators for whole and sub-school assemblies

#### Specific responsibilities

- assist other leaders in the organisation of middle school events i.e. retreats, camps and excursions/incursions etc...
- jointly plan and deliver transition and orientation program for Years 6-7
- assist with Student Council meetings and activities with other leaders where appropriate
- teaching load negotiated with principal in areas of speciality and/or need
- other duties as directed by the principal

#### Selection Criteria

- Teaching qualifications and successful school-based experience within the K-10 range
- Demonstrated understanding of the professional standards and appropriate legislation



# Immaculate Heart College

*Through Mary to Jesus: "The Way, the Truth and the Life"*

*John 14:6*

- Effective liaison, negotiation, conflict resolution and team-building skills across a wide range of internal and external stakeholders
- Demonstrated excellent written and oral communication and interpersonal skills and the capacity to apply these to a wide range of reports, submissions and strategic planning
- Demonstrated high-level capacity to initiate, develop, evaluate and coordinate planning, monitoring and reporting practices to drive improvement
- Proven ability to plan, implement, manage, monitor and evaluate educational programs, provisions and resources
- Demonstrated capacity to lead staff in implementing college priorities and educational policies where relevant

## Program Coordinator Inclusive Education

The Program Coordinator Inclusive Education is line managed by the principal. The Inclusive Education Program Coordinator is invited to participate in Senior Leadership Team meetings.

### Management responsibilities

- coordination and management of the Inclusive Education priorities for whole school, including the TAG (Talented and Gifted) and Intervention programs
- monitoring and improving student engagement and access through inclusive initiatives, practices and resources
- managing and leading projects and initiatives to address the needs of students with complex learning and support needs, including those that relate to child protection, disability, health and wellbeing, behaviour and inclusive culture
- planning, coordinating and monitoring effective inclusive practice support and provisions, resource coordination and maximisation to support inclusive practice in schools
- preparing reports, briefings and formal correspondence and effective and efficient management of records
- leading and coordinating professional development and support for schools to enable responsive approaches to meet the learning and wellbeing needs of students from diverse backgrounds and to contribute to the development of inclusive school cultures and practices.

### Specific responsibilities

- assist other leaders and/or lead in the organisation of whole school events i.e. retreats, camps, excursions, workshops, fairs, showcases etc... where appropriate
- liaise with relevant leaders in the development of Inclusive initiatives across whole school
- provide assistance, liaise with leaders and lead staff in addressing Inclusive Education practices and initiatives across whole school
- work closely with other school leaders on NCCD and other funding applications for Inclusive Education
- teaching load negotiated with the principal in areas of speciality and/or need
- other duties as directed by the principal

### Selection Criteria

- Teaching qualifications and successful school-based experience within the K-12 range



## Immaculate Heart College

*Through Mary to Jesus: "The Way, the Truth and the Life"*

*John 14:6*

- Demonstrated understanding of the professional standards and associated legislation for inclusive education
- Effective liaison, negotiation, conflict resolution and team-building skills across a wide range of internal and external stakeholders
- Demonstrated excellent written and oral communication and interpersonal skills and the capacity to apply these to a wide range of reports, submissions and strategic planning
- Demonstrated high-level capacity to initiate, develop, evaluate and coordinate planning, monitoring and reporting practices to drive improvement
- Proven ability to plan, implement, manage, monitor and evaluate educational programs, provisions and resources
- Demonstrated capacity to lead staff in implementing college priorities and educational policies where relevant