



Caroline Chisholm Catholic College Position Description – Director of Student Engagement

POSITION CLASSIFICATION:

Teacher: Position of Leadership Level 4

REPORTS TO:

Deputy Principal (Student Wellbeing)

The Director of Student Engagement reports to the Deputy Principal (Student Wellbeing). The Director of Student Engagement is responsible for leading the Learner Mentor Program and Student Engagement at the College.

Duties

Learner Mentor Program

- Liaise with the Year Level Coordinators and Directors of Campus to provide curriculum and learning content guidance and resources to Learner Mentor teachers.
- Coordinate the sequence of learning for Learner Mentor program.
- Support Learner Mentor staff in providing engaging, authentic learning experiences in the Learner Mentor program including speakers and special programs.
- Coordinate Learner Mentor conference evenings, including Compass booking systems.
- Liaise with the Learning & Teaching and Faith & Mission teams to ensure relevant events, programs and experiences are integrated into the Learner Mentor program.
- Coordinate the Resilient Youth survey and wellbeing data collection in conjunction with the Deputy Principal Student Wellbeing.

Sacred Heart Week

- Coordinate the planning, delivery and review of Sacred Heart Day and Week celebrations. Inclusive of the Talent Show, Fair and Brennan Charity Run.
- Liaise with the Director of Faith & Mission in the preparation and delivery of related Sacred Heart Week events, inclusive of the End of Term Assembly and Sacred Heart Day college mass.

Camps

- Coordinate and plan the Year 7 Palmyra Camp in collaboration with the Directors of Campus and Year 7 Coordinators.

Student Support Team

- Lead the Student Support team in triaging of case management and day to day workload.
- Oversee and lead the Student Support team with development of strategies, implementation and reviewing programs to promote student belonging and engagement in learning.
- Oversee the workload and supervision of placement Social Work students.

Student Engagement

- Coordinate the Waa Award program, including Compass chronicle oversight, providing term-based data reports in collaboration with the data manager, and supporting students to use the Waa Award in external job and study applications.
- Oversee the co-curricular student clubs offered by the college. Inclusive of advertising, vetting and ensuring information is accurate.
- Oversee the planning and staffing of the College Musical.

House and Intraschool Sport

- Lead the House Coordinator team in the delivery of annual programs that provide academic, community, culture and sporting opportunities.
- Support the House team in their major events, such as: Athletics Carnival, House Acts, House Day, etc.
- Liaise with the Intraschool Sport Coordinator to provide staff and student opportunities for sport and recreation, inclusive of staff and student events.

Wellbeing Team

- Liaise with and support the Directors of Campus to integrate co-curricular programs such as House, Clubs, Student Leadership, Student Liaison programs, and more into their campuses.

Student Leadership

- Oversee the Student Leadership Coordinator and programs, including formation, selection, and inclusion in internal College and external community events.

Organisation and Operations

- Liaise with the Director of Operations to provide staff with accessible TIL-accruing opportunities.

Other duties as directed by the Principal

Selection Criteria

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- A commitment to Catholic Education including accreditation to teach in a Catholic School or a commitment to attain registration within 2 years of the appointment.
 - Holds a current registration with the Victorian Institute of Teaching
 - Proven success as a teacher
 - Excellent leadership, management, interpersonal and administrative skills
 - An ability to work within a collaborative decision-making structure
 - A sound grasp of current educational thought and practice specifically in the context of the role
 - Demonstrated competence in the use of ICT
 - A vision for the role
 - A commitment to ongoing personal and professional development
 - Exhibit an ability to communicate effectively with the whole school community as well as with the wider community
 - Appropriate qualifications and/or experience within the Catholic Church
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Terms & Conditions

Terms and Conditions of employment are as per the Catholic Education Multi Enterprise Agreement 2022 (CEMEA).

Caroline Chisholm Catholic College is a Child Safe School.

