

POSITION DESCRIPTION



Job Title:	Middle School Coordinator	
Job Type: Fulltime		Reports to: Principal through the Deputy Principal
Salary level: Teacher Classification Structure plus PAR Allowance		Next Review Date:
Authorised by: Glenn Johnson - Principal		Date of Authorisation:

Position Description for Middle School Coordinator



OUR VISION

To be a leading independent school of innovative teaching and learning where students feel safe, included, supported and extended.

OUR MISSION

To provide opportunities for individuals to become engaged, to find their purpose and passion, think of others, and live the change they want to see.

OUR GOALS

1. To establish and maintain a not-for-profit, non-graded, multi-age educational facility;
2. To implement a curriculum that incorporates individualisation and the teaching of future studies and thinking skills;
3. To provide an inspiring educational atmosphere which establishes an interactive and lateral approach to learning for children from Preparatory to Year 12 inclusive;
4. To create a school environment which nurtures intellectual and moral autonomy in students;
5. To provide a low fee, community-based educational choice for parents;
6. To nurture positive social and interpersonal skills including tolerance, respect, understanding, consideration, and cooperation;
7. To provide a positive environment of encouragement where students' self-respect and self-confidence are nurtured and reinforced.

OUR VALUES

Respect | Integrity | Collaboration | Health, and Wellbeing | Creativity

PURPOSE OF THE ROLE

The Middle School Coordinator is responsible to the Principal through the Deputy Principal for the overall leadership and management of the Middle School (Years 7 – 9). The Middle School Coordinator contributes actively as a member of the Senior Leadership Team to key strategic, policy and management decisions relating to the learning and wellbeing of all students.

KEY AREAS OF RESPONSIBILITY

The Middle School Coordinator is responsible for all matters relating to the effective and efficient operation of the Middle School. The Middle School Coordinator is primarily concerned with leadership of the educational program in the Middle School including the excellence and extra-curricular programs. The Middle School Coordinator needs to be a role model in terms of conduct, dress and professionalism. They will set a high standard in the way colleagues, students and parents are treated.

1. Student Protection

The Middle School Coordinator will ensure all staff know, understand, apply and abide by all requirements of the College's Student Protection Policy and Procedures.

2. Leadership

- Member of Senior Leadership Team.
- Be responsible to, and work collegially with, the Principal and Deputy Principal in all matters pertaining to the Middle School, facilitating the development and implementation of the College Vision and Mission.
- Contribute to the College's Operational and School Improvement plan
- Foster an environment of innovation; where ideas can thrive and staff feel supported in providing

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feedback and in sharing their professional practice and knowledge.

- Maintain a positive and rewarding climate which enhances staff morale, collegiality, teamwork and enables individual teachers and support staff members to flourish in their roles
- Produces and actions an annual operational and improvement plan for the Middle School

3. Leadership of Student Learning

- Monitor student assessment and reporting in the Middle School to ensure
 - Students receive timely and instructive feedback that develops and empowers them as learners;
 - Parents are provided with timely and relevant information to support their children's learning
- Ensure the effective development, documentation, implementation, evaluation and ongoing review of the Middle School's educational programs.
- Anticipate and analyse educational trends internal and external to the College to inform advice and recommendations to the Principal for enhancement of Middle School programs and offerings.
- Liaise with the Director of Teaching and Learning to ensure a differentiated and accessible learning environment for all students
- Consult, liaise, initiate and facilitate both short and long term planning and development of curriculum and assessment in the Middle School.
- Ensure implementation of teaching programs and practices designed to enhance literacy and numeracy outcomes.
- Work to provide quality student leadership opportunities and leadership capacity building experiences including co-ordinating the Middle School Student Representative Council

4. Staff Leadership and Management

- Assist with the selection of teaching staff and the allocation of staff to teaching and other duties including the employment of short-term replacement teachers
- Assist the Deputy Principal to monitor staff performance, manage strategic support programs for teachers who experience performance difficulties and oversee effective performance review processes for staff.
- Work with the Deputy Principal in new staff induction and mentoring
- Organise and run regular meetings of all Middle School teachers including facilitating professional learning in relevant areas.
- Provide key pastoral support to staff in the daily life of the College
- Assist in the Professional Review and Development Program for teaching staff, making recommendations for professional development needs.

5. Student Wellbeing

- Overseeing the well-being of all students in the Middle School and fostering a feeling of general well-being within the School
- Nurture the Middle School Boat system as the pastoral support for students
- Leads the induction process for all new students beginning in the Middle School
- Work with the Primary and Senior School Coordinators to plan the transition of students from years 6 – 7 and 9 – 10.
- Have an evident presence before, during and after school that welcomes and engages all Middle School students
- Establish and maintain high expectations of students in regard to self-discipline, behaviour, mutual respect, appearance and punctuality
- Communicate the behaviour expectations of the College to students on a regular basis.
- Be proactive, in conjunction with teachers, in initiating contact and organising meetings with students and/or parents in order to manage student issues.

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- Oversee communication with parents regarding student concerns
- Monitoring standards of dress and appearance amongst students in the Middle School so that they conform to school policies.
- Monitor and enforce procedures relating to student attendance and punctuality.
- Liaise with the Head of Student Wellbeing and the Deputy Principal with regards to students with serious behavioural concerns

6. Administration and Organisation

- Coordinate and oversee Middle School events such as welcome morning teas and information events
- Support the Principal in the preparation and implementation of College budgets relating to the Middle School
- Approve and oversee the preparation and implementation of all excursions, camps and events in the Middle School
- Approve and oversee the preparation and implementation of the Middle School Excellence Program
- Oversee the academic reporting process in the Middle School including proof-reading reports
- Be responsible for disseminating relevant information to the parent body. This might be through regular contributions the fortnightly school newsletter, presentations at Parent Information Sessions or coordinating visiting presenters on Middle School matters to the School
- Work in consultation with the College Leadership Team in managing decisions around student awards at Graduation events
- Assist the Principal by conducting enrolment interviews with prospective students and families
- Edits and contributes, as required, to the School's Information Handbooks
- Support the Student Council and P and F in fund-raising and activities
- Promote the school including running school tours and attending open days
- Other duties as delegated by the Principal

KEY SELECTION CRITERIA

- Supportive of the vision, mission, goals and values of Kimberley College
- Demonstrated ability to think and plan strategically, form and carry out action plans and evaluate outcomes
- Demonstrated ability to develop and monitor high educational standards that foster a student-centred and inclusive approach that meets the needs of middle school learners.
- Well-developed organisational and administrative skills including the ability to manage and coordinate school events
- Demonstrated ability to work well with students and colleagues individually and also in a team environment
- Demonstrated ability to lead and develop a team
- Demonstrated ability to recognise the importance of professional development for self and others

STATEMENT of PRINCIPLES of LEADERSHIP and MANAGEMENT

The College believes that success as leaders and managers requires:

- A positive and proactive approach
- Social competence, including empathy, interpersonal skills and the capacity to motivate others
- The ability to delegate, encourage and empower others
- The ability to use a variety of decision-making skills, seeking consensus through collaboration and consultation
- The capacity to build positive and affirming relationships creating trust and harmony
- The ability to coach, mentor and develop skills in other staff
- The ability to communicate the vision and to generate ideas and strategies to support its implementation
- An understanding of school culture and the ability to implement strategies that will support and enhance its development
- A positive approach to reflective practice and continuing professional growth
- Personal qualities including integrity, resilience, and good humour
- The ability to manage stress and live a balanced life

Effective leadership and management at the College will therefore involve:

- Modelling the College's values in all areas of College community life
- Developing and implementing leadership and management approaches that are valued by the College community
- Managing processes for employee's induction, supervision, professionalism, review and development and welfare
- Generating ideas and strategies that enhance and support the implementation of the College's aims, philosophy, goals and culture
- Using decision making processes which include consultation and collaboration and consensus building
- Developing policies and procedures that support the implementation of the strategic direction appropriate to each area
- Reviewing policies and procedures that support the implementation of the strategic direction appropriate to each area
- Developing operational plans which support the implementation and regular review of the achievement of strategies and actions
- Establishing a culture of reviewing outcomes, using student and staff data, evaluation feedback and client perceptions, to make informed decisions
- Managing budgeting and resources to achieve the College's overall goals for program effectiveness
- Creating and enabling teams to facilitate participation and develop leadership skills in others
- Ensuring that the workplace is safe and secure for all staff and students
- Reporting annually to the Principal on the achievements of each area and future plans for development.

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POSITION DESCRIPTION ACKNOWLEDGEMENT

All employees recognise and accept that multi-skilling is an essential component of employment with Kimberley College and that they may be required to undertake duties that are outside their normal position description but within their skills, competency and capability.

Given the dynamic environment in which the College operates, the Principal may alter the roles and responsibilities of this position at their discretion in order to most effectively serve the needs of the College.

I have received, reviewed and fully understand the position description for this role. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____

Employee Signature _____

Date _____