



STUDENT ACTIVITIES COORDINATOR

POSITION DESCRIPTION

Our Vision: Catherine McAuley College (CMC) lives out the Mercy charism, striving to make Jesus Christ known and loved by all. Our learning community identifies, values and develops the gifts of each young person and provides them with educational opportunities to experience personal success.

Our Touchstone Statement: *Inspiring members of our community to be learners impelled to thrive and serve.*

We are dedicated to developing students who are critical and creative thinkers, with the skills to be self-motivated in the pursuit of knowledge. Our students are empowered to see themselves as positive agents of change, who are called to participate actively and ethically in society as young people of Mercy.

The College is a reGEN school committed to promoting and adopting an integrated curriculum approach to sustainable living including respecting, conserving, and renewing our global environment.

POSITION SUMMARY

The Student Activities Coordinator will demonstrate a broad understanding of co-curricular offerings in education settings. Fostering the Mercy values of Compassion, Justice, Respect, Hospitality, Courage and Service across the College, these activities enhance the culture of Catherine McAuley College and must be grounded in strong educational pedagogy.

The objective of this position is to enhance the opportunities for students of the College so that they further connect with the College and our mission, “to thrive and serve”. The role will support staff to provide a range of offerings for our students.

The role will ensure that all co-curricular activities are well administered, whereupon this role will coordinate a sequenced offering that includes but is not limited to; house activities, sport and sport carnivals and extra-curricular activities.

The Student Activities Coordinator will work to develop Year Level specific programs and offerings for students. The role will be responsible for assisting the facilitation of the sequential programs from Year 7 through to Year 12. They will actively support the Student Representative Council (SRC) under the direction of the Director of Pastoral Care.

With high-level relationship skills, this role will serve as an outstanding ambassador for the College, supporting directions, policies and exemplify its standards.

ESSENTIAL DUTIES & RESPONSIBILITIES

Student Activities Coordinator - Coolock	<ul style="list-style-type: none">• Oversee and facilitate the co-curricular program.• Actively support staff responsible for areas of the co-curricular programs• Monitor and appraise the various co-curricular programs offered by CMC from the SRC and College perspective, including student participation, associated costs and on-costs and impacts on student academic programs.• Support the maintenance of co-curricular budgets in all areas and liaise with the Deputy Principals, in this process.
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Measures and Evidence	<ul style="list-style-type: none"> • Provide semester-based reports to College Leadership on the following: <ul style="list-style-type: none"> ◦ Evidence of diversity of students involved in programs. ◦ In collaboration with other Activities Coordinator, development of strategic plan for following semester/year about new co-curricular offerings to promote inclusion and diversity, including gathering feedback from all students on activities of interest, and co-curriculars that support potential student pathways. ◦ Assessment of impact on individual teacher's time out of school, and students time out of class. Strategies for spreading this load and minimizing impact on individuals. ◦ Vertical sequencing of co-curricular opportunities, with promotions to the community about the co-curricular pathway opportunities for students.
Administration	<ul style="list-style-type: none"> • Support the whole school strategic planning and promotion of the co-curricular activities within the school community. • Work with the Promotions Officer to publicise events to the College community and foster community engagement. • Assist in maintaining the yearly calendar of co-curricular activities in consultation with the Activities Coordinator – St Marys. • Support the development of a calendar of events with a diverse range of sporting and co-curricular activities that is varied and aimed to be inclusive of the most students with a variety of opportunities and skill levels. • Oversee the co-curricular budget and the provision of the associated communication, resources and administration for each event. • Work with the activity Activities Coordinator – St Mary's in the coordination of annual sporting carnivals and inter-house events including informing staff and students of arrangements in a timely manner. • Be actively engaged with School Sport Victoria (SSV) as the point of contact for the Coolock campus. • Complete risk assessments and liaise with general office to ensure excursion permissions are completed for all involved students. • Monitor co-curricular costs and charges to parents, duty of care implications of co-curricular activities and the impact of the co-curricular program on the academic program.
Professional Development	<ul style="list-style-type: none"> • Be open to researching areas of interest relevant to directions provided in the school's strategic plan. • Continue development of ICT skills as technologies evolve. • Participate in the staff appraisal process. • Be an active member of a relevant professional association as duties permit. • Support collegial learning by acting as a mentor or supervising and supporting a student teacher after consultation with subject coordinator.
General and Administrative Duties	<ul style="list-style-type: none"> • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. • Maintain currency mandatory reporting and anaphylaxis training. • Demonstrate duty of care to students in relation to the physical and mental wellbeing. • Attend all relevant school meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities. • Demonstrate professional and collegiate relationships with colleagues.
Nurture Culture	<ul style="list-style-type: none"> • Understand, support and promote the College culture. Including change and innovation. • Be responsive to the complex, challenging and changing environment and the diverse nature of the College context.



	<ul style="list-style-type: none"> • Draw on the knowledge and skills of staff members and students to support the co-curricular program, and college masterplan.
Demonstrated Attributes	<ul style="list-style-type: none"> • A firm belief in and commitment to our Gospel values and Mercy tradition of the College and an ability to articulate and promote these. • Demonstrated ability to liaise effectively and regularly with the College Leadership Team. • Demonstrates and shares the importance of emotional intelligence and empathy in building trust and a positive learning community across the College. • Developed strategies to support educational opportunities for all students to reach their full potential. • Demonstrated ability to promote inclusive opportunities to meet the interests and needs of the diverse student body. • Exceptional coordination skills to promote a co-curricular program that opens opportunities to students with limited impacts on their academic program. • A commitment to work with and within a collaborative team environment.
Communication	<ul style="list-style-type: none"> • Provide effective communication and feedback opportunities to parents, students and other members of the school community; • Receive and administer parent and student enquiries particularly those related to the co-curricular program. • Well-developed interpersonal, written and oral communication skills appropriate to a range of contexts. • Well-developed organisational skills, including the ability to work to deadlines. • Ensure the College promotes outstanding achievement and recognition of students.
Pastoral Care and Child Safety	<ul style="list-style-type: none"> • Be familiar with and comply with the College's child safe policy and code of conduct and any other policy, procedures or legislation related to child safety; • Provide students with a child-safe environment and proactively monitor and support student wellbeing.

KEY SELECTION CRITERIA

Qualifications and Experience	Essential: <ul style="list-style-type: none"> • Experience working with and instructing children. • Current driver's licence.
	Desirable Other: <ul style="list-style-type: none"> • Relevant post-graduate studies (or working towards such qualifications) • Personal sense of initiative, innovation, enthusiasm and high energy;
Skills and Attributes	<ul style="list-style-type: none"> • Demonstrate professional and collegiate relationships with colleagues. • Personal sense of initiative, innovation, and enthusiasm. • Outstanding communication and interpersonal skills to build relationships with key stakeholders such as children, parents and the school community. • Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions. • Ability and willingness to accept policy directives. • Ability to manage complex tasks with minimal supervision. • Ability to develop and maintain strong working relationships with key stakeholders. • Capacity to work to tight time lines. • Proven capacity to work independently.



	<ul style="list-style-type: none"> • Sound organisational skills including strong attention to detail. • Proven time-management skills. • Excellent organisation skills, planning and analytical abilities. • Ability to balance the demands of competing projects. • Commitment to professional learning and continuous improvement. • A resourceful team member who can operate in a mentoring, collaborative and inclusive manner. • Displays loyalty, discretion and the capability to maintain the strictest levels of confidentiality. • Access ongoing personal professional development.
Commitment to Catholic Education	<ul style="list-style-type: none"> • A demonstrated understanding of the ethos of a Catholic school and its mission.
Commitment to Child Safety	<ul style="list-style-type: none"> • Experience working with children. • A demonstrated understanding of child safety. • A demonstrated understanding of appropriate behaviours when engaging with children • Be a suitable person to engage in child-connected work. • Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.

EMPLOYMENT CONDITIONS

Appointment	This position is appointed by Catherine McAuley College and the incumbent is an employee of Mercy Education Limited. The role is subject to the College's Policies and Procedures as provided as part of the Induction Program and ongoing Training Program.
Reports to	Campus Director, Deputy Principal
Conditions	Conditions are in accordance with the Victorian Catholic Education Multi Enterprise Agreement (VCMEA) 2018.
Review and Appraisal	<p>As an employee of Mercy Education Limited this appointment will comply with the contract of employment.</p> <p>The incumbent is subject to the College's Annual Review Policy.</p>
Professional Development	Undertake professional development in line with the College Professional Learning policy.

No position description can be entirely comprehensive. The incumbent will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the position description and the status of the post within the College. The position encompasses participation in decision-making processes and other activities relevant to the role which may require occasional involvement outside the currently designated school hours.