



NAZARETH COLLEGE

ROLE DESCRIPTION

MIDDLE SCHOOL ENGAGEMENT OFFICER / STEM

POSITION REPORTS TO: Principal, Deputy Principals (Staff & Students, and Teaching & Learning)	AWARD: Entitlements under the Victorian Catholic Education Multi Enterprise Agreement 2018 (or its successor)
CLASSIFICATION: POL 1 4 x 75 minutes periods per 10-day cycle	TERMS OF EMPLOYMENT: Two-three years (Depending on Appointee)
ANNUAL LEAVE: As per VCMEA Award	REQUIREMENTS: Annual Review Meeting Victorian Institute of Teaching – Full Registration CECV Accreditation to Teach in a Catholic School Criminal Record Check/VIT/Working with Children Check
COMMENCEMENT DATE: 27 January 2021	TO BE REVIEWED BY AND DATE: The Principal in the penultimate year of the contract

CONTEXT

Nazareth College is a Catholic Co-educational Regional Secondary College established in 1986. It is a learning community centred on the person of Jesus Christ. The Nazareth Community is committed to the safety, wellbeing and inclusion of all students in its care.

Through learning and teaching in the Catholic tradition, we foster a culture of Faith, Wisdom and Knowledge.

'He returned to Nazareth and became strong, filled with wisdom; And the favour of God was upon Him.' (Luke 2:40)

OVERVIEW OF ROLE

The Middle School Engagement Officer will work closely with the Deputy Principals to promote and enhance the overall academic mission of Nazareth College by providing engaging academic opportunities for students that may address barriers to engagement.

The Middle School Engagement Officer will be responsible for reviewing Year 7 – Year 10 offerings and presenting informed, data driven and evidence-based recommendations to College Leadership for the establishment of 2022 learning opportunities at Nazareth.

The Middle School Engagement Officer will also be responsible for organising and implementing all aspects of the Year 9 City Experience Program. The Middle School Engagement Officer will contribute to the development of a healthy, safe, and caring environment and will actively support and promote the values inherent in a Catholic school.

The Middle School Engagement Officer will actively support and promote the values inherent in a Catholic school, be highly professional in all aspects of the role and display proficiency in areas of organisation, communication, consultation and decision-making. They must have a capacity to develop an understanding, rapport and trust with young people recognising different stages of development and different learning styles.

The Middle School Engagement Officer is required to be familiar with and comply with the College's Child Safety Policy and the Code of Conduct. They will provide students with a child-safe environment, which proactively monitor and support student wellbeing and exercise pastoral care in a manner which reflects school values.

The successful candidate for this position will commence 27 January 2021. They have the option of nominating a two or three year period of appointment. For the nominated tenure, an ongoing teaching position is associated with this appointment.

RESPONSIBILITIES

The Middle School Engagement Officer will be responsible for reviewing Year 7 – Year 10 academic offerings and present recommendations for 2022 learning opportunities at Nazareth. They will also be responsible for organising and implementing all aspects of City Experience.

KEY RESPONSIBILITIES

- Implement, promote and evaluate academic strategies/programs/opportunities to support students to access the school curriculum and engage in schooling;
- Strengthen the connections between different cultural groups within the College Community to promote engagement;
- In collaboration with relevant staff review Years 7–10 academic offerings;
- Present informed, data driven and evidence-based recommendations to College Leadership and the Advisory Committee for the establishment of 2022 learning opportunities at Nazareth;
- Be responsible for organising and implementing the Year 9 City Experience Program;
- To contribute to the development of a healthy, safe, and caring environment by actively supporting and promoting the values inherent in a Catholic school;
- Be proficient in the areas of organisation, communication, consultation and decision-making.

ENGAGEMENT

- Develop and review academic opportunities from Year 7 to Year 10 to support students to more effectively engage with their learning;
- Develop a proposal for 2022 learning opportunities after reviewing current learning opportunities and obstacles that may hinder engagement of students;
- Make the Year 9 City Experience Program as engaging as possible;
- Encourage the involvement of school staff and alumni to support engagement opportunities for students;
- Develop a strategic approach to build a culture of academic engagement at Nazareth;
- To show an active and supportive interest in College events;
- Work with staff and student leaders to ensure there are diverse engaging opportunities;
- Collaborate with instructional leaders to oversee curriculum mapping related to Years 7-10 and all processes to address compliance requirements provided by ACARA, VCAA and CEM.

STEM

- Be responsible for supporting the Science, Technology, Engineering and Mathematics (STEM) Profile across the College to maximise outcomes for all students. This will be done in collaboration with the Deputy Principal (Teaching & Learning);
- Ensure all students acquire strong foundational knowledge in STEM and related skills;
- Create innovative STEM teaching and learning strategies and spaces to embed in the College culture;
- Increase student STEM ability, engagement, participation and aspiration;
- Support teacher capacity to deliver STEM learning;
- Work with key stakeholders and external partners to develop pedagogical practices that promote innovative teaching and learning in STEM.

CITY EXPERIENCE

- Organise, oversee and manage the Year 9 City Experience Program;
- Liaise with the Deputy Principals and Timetabler regarding staffing for City Experience, being mindful of the impact these have on the College;
- Ensure that communication with parents/caregivers is conducted well in advance;
- Implement and monitor the City Experience Agreement Forms;
- Ensure staff attending City Experience comply with Child Safety requirements;
- Liaise with the Deputy Principal regarding listing of City Experience in the College Calendar;
- Investigate activities that address a variety of learning opportunities to meet the diverse needs of the students;
- Ensure that the appropriate risk management and safety processes and requirements are adhered to for all off campus activities;
- Prepare students and staff for City Experience;
- As required, hold Parent Information Evenings/provide communication;
- Ensure that First Aid requirements are met;
- Ensure that OH&S requirements are met;
- Ensure that lists of students and staff are provided to student services in advance and on the morning of City Experience;
- Work collaboratively with relevant staff regarding students with diverse learning needs or who are identified as vulnerable and offer opportunities that cater for their individual needs;
- Work with staff and students to ensure there is a diversity of engaging opportunities.

COMMUNICATION

- Highlight the Year 9 City Experience Program by speaking at College Assemblies and through publications such as SIMON Notices and the Newsletter;
- Maintain accurate records of student participation;
- Work with the College First Aid Officer to ensure staff and volunteers with responsibility for students understand the specific health needs of students in their care;
- Provide timely information about City Experience to staff, students and families.

RESOURCE MANAGEMENT

- With the Business Manager, prepare and manage the budget;
- Purchase, maintain and develop student resources and e-resources and distribute resources/information to staff, students and parents as required.

CLASSROOM MANAGEMENT

- Apply effective behaviour management with a focus on PBS and restorative practices which are consistent with the College's Behaviour Management Policy;
- Have knowledge of and advise students of the school's policies and procedures;
- Encourage student co-operation, emphasising respect for others and observation of school rules and expectations for appropriate behaviour;
- Form working relationships with students which are positive, consistent and fair;
- Take responsibility for managing inappropriate student behaviour;
- Be punctual, manage time, lesson planning and assessment schedules efficiently;
- Establish a learning environment where students feel safe and are encouraged to be fully engaged;
- Monitor student progress and liaise with relevant staff regarding individual needs;
- Take responsibility for the pastoral needs, duty of care and standards of behaviour of all students inside and outside the classroom;
- Protect the safety and wellbeing of each student;
- In conjunction with the Child Safety Officers, implement the Child Safe Policy and Code of Conduct and any other policies or procedures relating to child safety;
- Report irresponsible or improper behaviour that is beyond normal classroom management to the Heads of House or Director of Wellbeing.

LEADERSHIP

- Implement decisions and procedures as directed by College Leadership which assist in the efficient organisation of the College;
- To provide effective leadership for the responsibilities of this role;
- To hold staff accountable for understanding and following College procedures and policies;
- Provide strong leadership by example and direction where required with respect to the delivery and implementation of the College Strategic Plan;
- Exercise a shared responsibility to ensure that the mission of the Catholic Church is brought to life in the College. The role is predicated on the belief that to be effective, the work will be informed by a vision of Catholic education that is Gospel-based, people-centred, inclusive and holistic:
- Actively promote the growth and development of a caring and Gospel based ethos and spirit;
- Ensure that the teaching/learning recommendations are of the highest standard and cater for the needs of all students;
- Leaders are of one voice and supportive of each other in all initiatives and messaging to staff, students and parents;
- Foster an environment of professional trust, empowerment and learning;
- Provide effective leadership through outstanding relationships of support, accountability and excellence;
- As part of the College coaching and ARM process, facilitate a growth coaching conversation to develop appropriate goals;
- Participate in College requested PD to continue to build leadership capacity and growth;
- Support staff to use restorative and PBS processes and practices;
- Enforce all OH&S rules for off campus activities are met;
- Show an active and supportive interest in College events, particularly those in which students are involved;
- To strive towards fulfilling goals as described in the College Mission Statement and Strategic Plan.

ADMINISTRATION

- Consult, plan and communicate with staff regarding any activity that involves whole year levels;
- Assist in arranging information sessions for students and parents as required;
- Where applicable and in conjunction with relevant staff, communicate information relevant to students social, emotional, physical and academic wellbeing and the impact this may have;
- Work with Instructional Leaders, Deputy Principals and other staff as required;
- To plan and assist in the organisation of parent meetings and other functions;
- To ensure that all protocols relating to reporting an issue of Child Safety and Mandatory Reporting are adhered to in the protection of the safety and wellbeing of all students in their House.

PROFESSIONAL EXPECTATIONS

- Exercise discretion when handling confidential and sensitive information;
- Attend College functions, meetings and events as required;
- Adhere to College policies and procedures;
- Show collegiate support of all staff;
- Continue to meet the characteristics of a Lead Teacher as documented in the Australian Professional Standards for Teachers (AITSL);
- Ensure that the teaching is of the highest standard and caters for the needs of all students;
- Participate in professional learning and networks to broaden knowledge and improve practice;
- Take an active role in the Cocurricular programs;
- Interact positively and proactively with parents to build strong relationships;

- Communicate information of a serious nature to the Deputy Principal, or members of the Leadership Team;
- Ensure Nazareth College continues to build its reputation as a school of choice.

CHILD SAFETY

Every person employed or volunteering at Nazareth College has a responsibility to understand the importance and specific role they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make. Such responsibility requires employees to:

- Provide students with a safe environment and proactively monitor and support student wellbeing;
- Be a suitable person to engage in child-connected work;
- Be experienced in working with children;
- A demonstrated understanding of child safety and protection;
- A demonstrated understanding of appropriate behaviours when engaging with children;
- A thorough knowledge of legal obligations relating to child safety under Ministerial Order No. 870 Child Safe Standards and expectations of CEM, PROTECT, VIT and VRQA;
- A demonstrated understanding of and commitment to Child Safety protocols, Codes of Conduct and to ensuring Nazareth College is a Child Safe School;
- In conjunction with the Child Safety Officers, implement the Child Safe Policy and Code of Conduct and any other policies or procedures relating to child safety;
- To ensure all protocols relating to reporting an issue of Child Safety and Mandatory Reporting are adhered to in the protection of the safety and wellbeing of all students.

OTHER DUTIES

- No Role Description can be entirely comprehensive and the incumbent will be expected to carry out such other duties as requested by the Principal or his delegate as may be required from time to time and are broadly consistent with the responsibilities of this Role Description;
- The position is subject to review and modification by the Principal (or nominee), through consultation and agreement with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee;
- The position will, from time to time require attendance outside normal hours;
- The successful applicant will require a commitment to ongoing professional learning;
- All employees at Nazareth College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.

QUALITIES

- The Middle School Engagement Officer, by their dress, demeanour, respect for others, and support and involvement, will provide an example to staff and students;
- The Middle School Engagement Officer must be prepared to develop a knowledge of the needs of the students in their care;
- Professionally competent in teaching, administration and pastoral care;
- The role of the Middle School Engagement Officer, by its very nature, requires a broad knowledge of the life of the College, detailed awareness of individual students, and a willingness to give of oneself rather than simply giving of one's time;
- The Middle School Engagement Officer must be knowledgeable of, and active in promoting Child Safety policies and protocols within the College;
- The role requires a commitment to lead restorative and PBS processes and practices in all interactions with staff, students and parents.

KEY PERFORMANCE INDICATORS

- Accountability and efficiency in the carrying out of the duties of the position;
- Be committed to the safety and protection of all students;
- Be approachable and responsive to all members of staff;
- Able to competently carry out multi-tasking duties both in immediate and longer-term situations.

SELECTION CRITERIA

Nazareth College, Noble Park North recognises and values the unique gifts, talents and experience of each applicant. The criteria listed below will inform the selection process.

1. Support of the Vision and Mission statements of our learning and faith community;
2. A commitment to the Catholic ethos of the College and recognition of the role of all leaders;
3. A clear vision for supporting the middle school engagement needs of students in a Catholic co-educational secondary College;
4. The capacity to create and maintain an environment that supports continuous improvement leading to the achievement of high quality outcomes for all students;
5. Knowledge and understanding of contemporary practices and policies related to student wellbeing and learning;
6. Capacity to provide leadership characterised by lateral thinking, innovation and a willingness for ongoing improvement and to embrace change;
7. Proven ability to demonstrate initiative, prioritise workload, set goals and achieve targets;
8. Well-developed organisational and interpersonal skills including a demonstrated ability to work effectively, independently and collaboratively in a team environment. including the ability to manage information and correspondence with confidentiality, discretion and diplomacy with staff, students, parents/guardians and key stakeholders;
9. Commitment to the promotion of restorative and PBS practices and processes;
10. Sound understanding of Child Safe Standards and Mandatory Reporting requirements as they apply to Nazareth, and a strong commitment to providing a child safe environment;
11. An understanding of the cooperative teaching connections between pastoral, academic, social, spiritual, cultural, sporting and creative factors that work together to provide a dynamic learning community committed to the wellbeing of the whole person;
12. Strong organisational and time management skills with an ability to prioritise tasks, meet prescribed deadlines and concurrently manage a number of competing tasks;
13. An understanding philosophy and practices regarding middle school engagement;
14. Demonstrated experience in leading staff involved in cocurricular programs;
15. Commitment to ongoing personal and professional development and learning;
16. A demonstrated ability to engender teamwork and to contribute to a broad range of student engagement activities;
17. A capacity to design, implement and evaluate student engagement;
18. Demonstrable understanding of the AITSL Standards;
19. Registered Teacher in Victoria (or eligible for registration);
20. Accreditation to teach in a catholic school (or working towards);
21. Qualifications in the area of student well-being is desirable;
22. First Aid certificate – level 2 (or willingness to obtain);
23. Anaphylaxis Awareness training (or willingness to obtain);
24. Non-Government Schools Protecting Children Mandatory Reporting and other Obligations Certificate;
25. Have the ability to promote the cultural safety, participation and empowerment of students and their families identified as vulnerable, students with a disability, linguistically and culturally diverse students and Aboriginal and Torres Strait Islander students.

KEY ORGANISATIONAL RELATIONSHIPS

INTERNAL	EXTERNAL	MEETINGS
Principal Deputy Principals Leadership Team Instructional Leaders Heads of House Students City Experience Staff Student Support Staff	Parents External stakeholders	City Experience meetings

TENURE, CONDITIONS AND REQUIREMENTS

CLASSIFICATION:	POL 1 4 x 75-minute periods per 10-day cycle
TENURE	Two- or Three-Year appointment (Successful candidate will choose) 2021 – 2022/2023
APPRAISALS	Annual Review Meeting
ENTITLEMENTS	Entitlements under the <i>Victorian Catholic Education Multi Enterprise Agreement 2018</i> (or its successors)
REQUIREMENTS	Victorian Institute of Teaching – Full Registration CECV Accreditation to Teach in a Catholic School Criminal Record Check/VIT/ Valid Working with Children Check

EMPLOYEE ACKNOWLEDGMENT

I (the undersigned) have read and understand the content of this position description and undertake to meet the key accountabilities in an appropriate manner.

Name:

Signature: Date:

Authorised by Principal or Representative

Name:

Signature: Date: