



NAZARETH COLLEGE

ROLE DESCRIPTION

YEARBOOK COORDINATOR

POSITION REPORTS TO: Principal, Deputy Principals,	AWARD: Entitlements under the Victorian Catholic Education Multi Enterprise Agreement 2018 (or its successor)
CLASSIFICATION: POL 1 2 x 75 minutes periods per 10-day cycle	TERMS OF EMPLOYMENT: Two-three years (Depending on Appointee)
ANNUAL LEAVE: As per VCMEA Award	REQUIREMENTS: <ul style="list-style-type: none"> • Annual Review Meeting • Victorian Institute of Teaching – Full Registration • CECV Accreditation to Teach in a Catholic School • Criminal Record Check/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 Yearbook Coordinator will work closely with the Deputy Principals to supervise and coordinate the preparation, marketing, and distribution of a quality yearbook. They will have the ability to establish and maintain productive working relationships with staff, students and the College Community. They will be able to work on multiple tasks and prioritise appropriately. They will be required to communicate ideas and directives clearly and effectively both orally and in writing. They will be required to work effectively with internal and external stakeholders.

The Yearbook Coordinator 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 Yearbook Coordinator 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 Yearbook Coordinator will co-ordinate the preparation, marketing, printing and distribution of an annual quality yearbook to the College Community that showcases the 'year that was'.

KEY RESPONSIBILITIES

- Coordinate all aspects involved in publication of the Yearbook;
- Coordinate writing, editing, proofreading, and layout activities;
- Order all supplies necessary for Yearbook related activities;
- Utilise software to lay out images and text in a visually pleasing and organised format;
- Oversee all aspects involved in the publication of the Yearbook;
- Ensure contributors are provided with time and follow up in completion of articles/pieces;
- Review and approve final layout of all photographic and other inclusions, as relevant;
- Ensure timely distribution of all materials and delivery of annual copy for printing.

EDITING

- Oversee the development, content and design of the Yearbook;
- Manage staff assignments, deadlines, and structure;
- Gives final approval on all articles, layouts, and pictures;
- Performs first draft and final quality check on all completed work;
- Strives to delegate responsibility, when appropriate;
- Leads efforts to ensure all deadlines are met by staff
- Responsible for name spellings and consistency of names on all pages;
- With assistance from relevant staff, spell check every article;
- Maintains a portfolio which includes copies of all content completed for Yearbook.

DESIGN

- Responsible for all aspects of the graphic design of the Yearbook;
- Manage all computer files and backups with help of relevant staff ;
- Supervise all photo work for the yearbook, including quality of photos;
- Communicate with sport and academy coordinator regarding sporting teams and academy program, as needed.

COMMUNICATION

- Communicate and interact regularly with staff and students and encourage participation in the Yearbook process;
- Ability to work on multiple tasks and prioritise appropriately;
- Ability to communicate ideas and directives clearly and effectively both orally and in writing;
- Respond to routine questions and requests in a timely, appropriate manner;
- Must be able to work under stressful conditions;
- Ability to work as a Coordinator, and a member of a team;
- Ability to follow directions and give direction to others;
- Ability to complete assigned tasks without supervision.

RESOURCE MANAGEMENT

- With the Business Manager, prepare and manage the budget for the Yearbook;
- The Yearbook Coordinator is expected to carry out duties allocated by the Principal to assist in the efficient and caring organisation of the College.

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 need;
- 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;
- 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;
- 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;
- 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.

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 Co-curricular 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 Yearbook Coordinator, by their dress, demeanour, respect for others, and support and involvement, will provide an example to staff and students;
- The Yearbook Coordinator 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 Yearbook Coordinator, 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 Yearbook Coordinator 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. Capacity to provide leadership characterised by lateral thinking, innovation and a willingness for ongoing improvement and to embrace change;
4. The Yearbook Coordinator needs to be professionally competent in teaching, administration and pastoral care;
5. A demonstrated capacity to think laterally and act strategically;
6. The ability to communicate effectively and positively, ensuring productive interchange and professional conversation with the College Community regarding the Yearbook;
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 task;
13. Commitment to ongoing personal and professional development and learning;
14. Demonstrable understanding of the AITSL Standards;
15. Registered Teacher in Victoria (or eligible for registration);
16. Accreditation to teach in a Catholic school (or working towards);
17. Qualifications in the area of student wellbeing is desirable;
18. First Aid certificate – level 2 (or willingness to obtain);
19. Anaphylaxis Awareness training (or willingness to obtain);
20. Non-Government Schools Protecting Children-Mandatory reporting and other Obligations Certificate;
21. 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 Heads of House Pastoral Teachers Subject Teachers Students Parents, Sports coaches, All staff	Printing company Primary Schools Feeder Parishes Parents	

TENURE, CONDITIONS AND REQUIREMENTS

CLASSIFICATION:	POL 1 2 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 /MIT/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: