



ASSOCIATE YEAR LEVEL LEADER

ROLE TENURE:	2027 – 2029 (3 -Years)
POSITION OF LEADERSHIP:	POL Level 2 (2 Roles) <ul style="list-style-type: none">❖ EXPLORE (YEARS 9-10)❖ ASPIRE (YEARS 11-12)
TIME ALLOWANCE:	6ppc (74mins)
APPRAISALS:	Annual Growth Review Meeting Summative Leadership Growth Review (Year 2)
REPORTING RELATIONSHIPS:	Reports to: <ul style="list-style-type: none">❖ Year Level Leader❖ Director of Student Growth & Engagement
TEAM:	Member of the Learning & Wellbeing Care Team.

OVERVIEW

All staff members of Marian College are expected to actively support Catholic education in the Brigidine tradition, as articulated in the College's [vision and mission statements](#). Staff are required to embody the values of Kildare Ministries in their professional conduct and in the relationships they foster within the College community. Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

ROLE DESCRIPTION

The Associate Year Level Leader works in close partnership with the Year Level Leader as part of the Year Level Learning & Wellbeing Care Team. This role supports the implementation of a coordinated, team-based approach to Wellbeing for Learning, ensuring that student wellbeing, behaviour, attendance, engagement and learning growth are connected, visible and actively supported.

The Associate Year Level Leader supports the leadership of the year level through student support, restorative practice, family engagement and year level culture building. As an emerging leader, the role develops capability in wellbeing leadership, case management, collaboration and community engagement, while fostering a culture of belonging, high expectations and care for the whole student.

Learning & Wellbeing Care Team – Working alongside the Year Level Leader and Student Growth Leader, the Associate Year Level Leader helps ensure wellbeing and learning are connected through a shared commitment to Wellbeing for Learning

CHILD SAFETY

At Marian College, safeguarding students is a collective responsibility of all staff engaged in child-related work. Our dedication is reflected in the comprehensive policies and procedures on our Child Safety webpage. All staff must adhere to our [Child Safety Code of Conduct](#). Any violations of school policies or codes of conduct will result in appropriate actions by the College.

KEY RESPONSIBILITIES

Leading Wellbeing for Learning

- ❖ Contribute to the implementation of the College Strategic Plan and Annual Action Plan through coordination of initiatives that advance College priorities and improve wellbeing for learning outcomes.
- ❖ Support the Year Level Leader in fostering student wellbeing, engagement, belonging and readiness for learning
- ❖ Contribute to a Wellbeing for Learning approach that connects student wellbeing, behaviour, attendance, engagement and learning growth.
- ❖ Support students experiencing social, emotional or behavioural challenges through proactive, relational and restorative approaches.
- ❖ Collaborate with homeroom teachers, Learning Leaders and the Learning Diversity Team to coordinate appropriate support strategies for students.
- ❖ Contribute to year-level assemblies, pastoral programs, transition activities and community-building initiatives that strengthen student voice, connection and engagement.
- ❖ Assist with student support, intervention and follow-up processes.
- ❖ Support family engagement and student wellbeing plans.
- ❖ Contribute to consistent communication, expectations and responses across the year level.

Contributing to the Learning & Wellbeing Care Team

- ❖ Work in close partnership with the Year Level Leader and Student Growth Leader as part of the Year Level Care Team.
- ❖ Contribute to a coordinated, team-based approach to student wellbeing, behaviour, attendance, engagement and learning growth.
- ❖ Seek feedback and mentoring from the Year Level Leader to develop leadership capability and readiness for future Year Level Leadership.

Supporting Student Engagement and Belonging

- ❖ Be a visible, approachable and relational presence within the year level and wider College community.
- ❖ Support the transition, connection and integration of new students into the College community.
- ❖ Promote high standards of behaviour, attendance, punctuality, participation and respect.
- ❖ Support students to understand expectations, reflect on behaviour, repair harm and reconnect with learning.
- ❖ Liaise with classroom teachers regarding student concerns, progress and follow-up actions.
- ❖ Contribute to the planning and implementation of wellbeing and pastoral initiatives across the year level.
- ❖ Support the delivery and development of the Respectful Relationships program within the relevant year level.
- ❖ Identify and contribute resources and strategies that strengthen student wellbeing, inclusion and respectful relationships.
- ❖ Support pastoral programs that build connection, student voice, responsibility and readiness for learning.

Developing Leadership Capability

- ❖ Seek feedback and mentoring from the Year Level Leader to strengthen leadership practice.
- ❖ Develop confidence in restorative conversations, student support processes and family communication.
- ❖ Build capability in supporting student belonging, engagement, behaviour and readiness for learning.
- ❖ Develop skills in leading community culture, student voice, pastoral initiatives and year level events.

Other Duties

- ❖ Communicate key initiatives, achievements and priorities through College communication channels, including the Newsletter, Staff Connect and other publications.
- ❖ Commit to ongoing professional development in your area of work.
- ❖ Undertake other duties related to the role as directed by the Principal.

WORKPLACE HEALTH & SAFETY

- ❖ Comply with legislated occupational health and safety practices.
- ❖ Observe safe work practices in accordance with training and instruction given.
- ❖ Identify, report and address risks and hazards to promote a safe working environment.
- ❖ Implement and promote occupational health, safety and risk management practices.

KEY SELECTION CRITERIA

1. A commitment to the Catholic Mission, Kildare Ministries values and the Mission and Vision of Marian College.
2. Demonstrated capacity to positively support student wellbeing, engagement and learning.
3. Demonstrated ability to contribute to initiatives that enhance student wellbeing, engagement and achievement.
4. Willingness and capacity to support innovation and positive change through collaboration and effective implementation.
5. Ability to use data, feedback and evidence-informed practice to support student growth and improvement.
6. Ability to build strong relationships and lead high-performing teams.
7. Commitment to professional growth, reflective practice and continuous improvement.

QUALIFICATIONS & EXPERIENCE

- ❖ Victorian Institute of Teaching Registration.
- ❖ Accreditation to Teach and to Teach Religious Education or Lead in Catholic School (or working towards)

Marian College is committed to the creation and maintenance of a child safe school environment. The care, safety and welfare of students are embedded in policies and procedures which ensure a commitment to zero tolerance of child abuse.