



## YEAR LEVEL LEADER

<b>ROLE TENURE:</b>	2027 – 2029 (3 -Years)
<b>POSITION OF LEADERSHIP:</b>	POL Level 3 (4 Roles)
<b>TIME ALLOWANCE:</b>	<ul style="list-style-type: none"><li>❖ 10ppc (WONDER Year 7)</li><li>❖ 9ppc (WONDER Year 8)</li><li>❖ 9ppc (EXPLORE x 1 Role YEAR 9-10)</li><li>❖ 9ppc (ASPIRE x 1 Role YEAR 11-12)</li></ul>
<b>APPRAISALS:</b>	Annual Growth Review Meeting Summative Leadership Growth Review (Year 2)
<b>REPORTING RELATIONSHIPS:</b>	Reports to: <ul style="list-style-type: none"><li>❖ Director of Student Growth &amp; Engagement</li><li>❖ Director of Equity &amp; Inclusion</li></ul>
<b>LEADS TEAM:</b>	<ul style="list-style-type: none"><li>❖ Year Level Homeroom Teachers</li><li>❖ Wellbeing &amp; Learning Care Team</li></ul>

### OVERVIEW

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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

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The Year Level Leader plays a pivotal role in fostering a culture of continuous improvement with a focus on student wellbeing for learning at the College. This role focuses on supporting students to engage positively in their learning by leading and implementing the College's expectations for behaviour and wellbeing. Guided by the College's Mission, Vision, Kildare values and strategic priorities, they lead pastoral teams using data and evidence to inform practice, drive meaningful improvement and strengthen connections that support the growth, wellbeing and learning of every student.

The Year Level Leader leads the Wellbeing & Learning Care Team.:

The Wellbeing & Learning Care Team, comprising the Year Level Leader, Assistant Year Level Leader and Student Growth Leader, works collaboratively to ensure every student is known, supported, challenged and connected. Together, they lead a holistic approach to student wellbeing, engagement and learning growth, fostering a positive year level culture, supporting student belonging and agency, and coordinating targeted responses to student needs. Through strong relationships, data-informed practice and collaborative leadership, the team promotes both personal wellbeing and academic success while building leadership capacity across the College.

### CHILD SAFETY

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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

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### Leading Wellbeing for Learning

- ❖ Lead student wellbeing, engagement, attendance and behaviour across the year level by championing a Wellbeing for Learning approach that fosters connection, belonging, resilience and growth.
- ❖ Collaborate with leaders and staff to enact the College Strategic Plan and Annual Action Plan, aligning year-level priorities with the College vision and improvement agenda.
- ❖ Embed consistent expectations, restorative practices and trauma-informed approaches aligned with the College's Whole Student Framework.
- ❖ Use student wellbeing, attendance and learning data to identify needs, monitor progress and coordinate timely interventions.
- ❖ Collaborate with families, staff and external agencies to enhance student wellbeing, engagement and learning outcomes.
- ❖ Respond to student and parent concerns in a timely and professional manner, seeking support from or escalating matters to the Director of Student Growth & Engagement as appropriate.
- ❖ Partner with the Learning Diversity and Learning & Teaching teams to support students requiring additional intervention, extension or adjustment.
- ❖ Support and guide teachers in promoting positive student behaviour and maintaining high expectations aligned with College values and policies.
- ❖ Ensure accurate documentation, communication and follow-up of student wellbeing matters.
- ❖ Evaluate wellbeing practices and initiatives, using evidence and feedback to inform continuous improvement.

### Leading Community Culture and Engagement.

- ❖ Maintain a visible, approachable and relational presence within the year level and wider College community.
- ❖ Lead year level assemblies, pastoral programs and community-building initiatives that strengthen student voice, participation and belonging.
- ❖ Promote high standards of attendance, behaviour, participation and respectful relationships.
- ❖ Support the successful transition of students into, through and beyond their year level, ensuring continuity of care and support.
- ❖ Coordinate proactive support for students at risk of disengagement, working collaboratively with relevant staff and families.
- ❖ Conduct enrolment and exit interviews, supporting students and families to engage positively with the College community.
- ❖ Keep staff informed of significant matters impacting the year level and facilitate effective communication between students, staff and families.


### Leading the Wellbeing & Learning Care Team

- ❖ Chair the Year Level Care Team in a coordinated and student-centred approach.
- ❖ Work in partnership with the Associate Year Level Leader and Student Growth Leader to support student wellbeing and learning growth.
- ❖ Mentor and develop the Associate Year Level Leader through coaching and leadership opportunities.
- ❖ Lead Care Team meetings to identify priorities, coordinate action and monitor impact.

### Leading Homeroom Teachers

- ❖ Lead and support Homeroom Teachers to foster student connection, belonging and engagement.
- ❖ Build staff capability in responding to wellbeing, behaviour and attendance concerns.
- ❖ Ensure consistent communication, expectations and follow-up across the Homeroom team.
- ❖ Promote purposeful use of pastoral time to strengthen student readiness for learning.

### Leading Student Voice

- ❖ Support the implementation of the College Student Leadership Program.
  - ❖ Promote student voice, leadership and active participation across the year level.
  - ❖ Support student leaders to develop confidence, responsibility and collaboration.
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- ❖ Assist with the organisation of leadership formation activities, workshops and events for student leaders.

#### Other Duties

- ❖ Communicate key initiatives, achievements and priorities through College communication channels, including the Newsletter, Staff Connect and other publications.
- ❖ Develop and administer the budget in collaboration with the Principal and the Business Manager.
- ❖ Contribute to the preparation of compliance, accreditation and reporting requirements for relevant educational and government authorities.
- ❖ 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

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- ❖ 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

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1. Demonstrated commitment to Catholic education and the Mission, Vision, Values and charism of Marian College.
2. Demonstrated capacity to provide strategic leadership that drives meaningful improvement and positive outcomes for students, staff and/or the wider College community.
3. Demonstrated ability to lead innovation and change through planning, engagement and implementation.
4. Excellent interpersonal, organisational and communication skills
5. Demonstrated ability to use data, evidence and research to inform decision-making and drive improvement.
6. Demonstrated capacity to build relationships and lead high-performing teams.
7. Commitment to professional growth, reflective practice and continuous improvement.

#### QUALIFICATIONS & EXPERIENCE

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- ❖ Victorian Institute of Teaching Registration.
- ❖ Relevant post-graduate studies an advantage (or working towards such qualification).
- ❖ Accreditation to Teach and to Teach Religious Education or Lead in Catholic School (or working towards)
- ❖ Educational Leadership Experience an advantage.

*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.*