



**St Mary MacKillop College**

CHOOSE LIFE WITH COURAGE

## Head of Year

<b>Location</b>	St Mary MacKillop College Campus 7-12
<b>Accountability</b>	Principal
<b>Reporting to</b>	Head of Middle School or Head of Senior School
<b>Tenure</b>	Temporary for 2026
<b>Rotation</b>	Rotational between Year 8 - Year 12
<b>Allowances</b>	Promotional Positions Category 2 Level 1 5 period reduction in teaching load. No allocated Homeroom (though providing occasional relief support may be required)

### PURPOSE OF THE POSITION

The position of Head of Year is an important leadership role within the College. This is a Middle Leadership position and persons occupying this role must be suitably qualified and fully supportive of the College's Mission. The Head of Year will be a member of the Pastoral Care Committee. Collectively, this group takes responsibility for the pastoral care and support of students within the College. The Head of Year is expected to work collaboratively with the Principal and members of the Pastoral Care Committee in demonstrating support for the vision and policies of the College. They will be a dynamic teacher who is able to motivate staff and students, has good organisational skills, can communicate effectively and possesses the creative aptitude necessary to bring life and spirit to the College. Empathetic with individuals and their problems, the Head of Year can listen and advise appropriately, apply fair disciplinary procedures, be consistent in their dealings with students and show initiative in providing genuine support and pastoral care. They delegate where appropriate and empower others to respond effectively to situations concerning their students and Homeroom teachers.

### KEY RESPONSIBILITIES

#### Spirit

This involves the development of a Year group identity and pride amongst the students and staff belonging to the Year group through maximum participation in all facets of College life.

Responsibilities include:

- Hold regular year group assemblies.
- Organise/facilitate year group activities.
- Support the development of student leadership.

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## Head of Year continued

### **Pastoral**

This involves the general welfare and happiness of each individual student in the Year group. It requires effective communication, documentation and follow-up. It is about empowering students to overcome their own problems—not building up a dependency on others.

Responsibilities include:

- In collaboration with the Homeroom teachers monitor the overall academic and pastoral progress of students
- Encouraging and assisting Homeroom teachers to communicate with parents.
- Providing guidance for students in consultation with Homeroom teachers.
- Being aware of students in their Year groups who are in need.
- Ensuring that accurate and up-to-date student profiles are kept.
- Working with Homeroom teachers to devise pro-active ways of avoiding problems.
- Inducting and providing assistance to new staff members in their Year group.
- Vetting reports and making a list of students at risk, following up with Homeroom teachers and informing the relevant Head of School of any concerns.
- Assisting with Homerooms.
- Helping with the transition of new students to the College.
- Devising ways of providing special help for isolated students.
- Referring serious or sensitive matters to the School Psychologist as appropriate.
- Promoting positive affirmation of student achievement/progress.
- Encouraging and affirming student achievement.
- Maintaining communication with Homeroom teachers and Head of School as relevant.
- Communicating with staff on a needs basis through meetings, interviews or emails.
- Being available for parent interviews if needed by a Homeroom teacher and the Head of School.

### **Culture and Tone**

The Head of Year sets the tone for the high expectations of students within the College. The focus is enabling students and staff to operate as a community which shows due respect for self, others and property.

The Head of Year is responsible for:

- Communicating expectations with regards culture, tone, behaviour and uniform.
- Ensuring students are aware of their responsibilities in relation to punctuality.
- Making students aware of expectations in regard to welcoming visitors to the school.
- Creating an atmosphere where non-European students, including First Nations, are valued and accepted.

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## Head of Year continued

### Culture & Tone continued

- Organising one social event for the year group each semester.
- Working with students to ensure that they are aware of the appropriate forums through which to voice their concerns. (e.g. Student Council)
- Being available to discuss with Homeroom teachers effective and appropriate responses to inappropriate student behaviour.
- Ensuring that, where possible, measures are consequential - that is, they flow logically from the action which the student has chosen to take.
- Informing the relevant Head of School when Monday detention may be needed.
- Supervising students on Monday detention as per the roster.
- Assisting teachers (especially Homeroom teachers) in communication with parents.
- Monitoring the application of disciplinary measures ensuring reasonable consistency.
- Monitoring chronic absentees and recommending appropriate action.
- Monitoring uniform or jewellery guidelines and recommending appropriate action.
- Advising on suitable ways of reducing the incidence of tardiness to classes.
- Addressing Year assemblies on matters of general discipline and cooperation.
- Arranging for Student Reviews to be circulated.
- Monitoring and recording uniform infringements one day per week.

### Procedures

This involves responsibility for seeing that appropriate procedural detail is attended to in an accurate and timely manner. This relates to staff and student roles within the year group and has implications for some aspects of duty of care for staff and students.

Responsibilities include:

- Monitoring Homeroom time and Homeroom gatherings.
- Supporting Homeroom teachers.
- Recording and monitoring Student Management Data – SEQTA.
- Ensuring absenteeism is monitored and procedures are carried out correctly.
- Assuming a leadership role in Evacuations.
- Checking and signing reports.
- Managing the budget for the Year group.
- Writing individual education plans for all DCP and First Nations students

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## Head of Year continued

### Curriculum

To oversee curriculum and pastoral matters in a particular Year group —this varies from year to year. This includes coordination of parent information evenings together with the relevant Head of School and Careers Counsellor as appropriate.

### Additional Role Components:

All staff, in particular those in leadership positions within the College, are required to:

- Actively contribute to the maintenance of the Catholic Ethos; through a manner of life and stated beliefs that are in keeping with the teachings of the Catholic Church.
- Ensure the underlying values of the College Mission are embedded within practice in the classroom.
- In line with the College's Evangelisation Plan, foster ongoing spiritual formation amongst staff and students and promote the evangelistic role of the College.
- Contribute appropriately to the implementation of the College's Strategic Plan and Annual School Improvement Plan.
- Take an active part in the co-curricular aspects of College life.
- Fully participate in the Liturgical life of the College and be a positive role model for staff and students.
- Complete the necessary PD associated with the Learning Area, Leadership Role and Accreditation for Teaching in a Catholic School.
- Ensuring attendance at staff meetings, Parent Evenings and other College Functions as the Principal may require.
- Undertaking any other duties or responsibilities that may be assigned by the Principal.

### Special Conditions:

- Some flexibility of hours may be required to facilitate effective input and involvement in the full scope of this position. This is likely to require the incumbent to attend a range of meetings and particular College events etc.

### Code of Conduct

You are responsible for ensuring you act within the framework of the College's Code of Conduct.

### Accreditation

The incumbent will need to demonstrate completion, or working towards, Accreditation for Middle Leaders in a Catholic School, in line with the CEWA Accreditation Framework.