

Academic Care and Wellbeing Coordinator (2 Point): Role Description and Essential Criteria

Effective leaders create cultures of high expectations, provide clarity about what teachers are to teach and students are to learn, establish strong professional learning communities and lead ongoing efforts to improve teaching practices. [National School Improvement Tool](#)

Role Description

The Academic Care and Wellbeing Coordinator provides authoritative, instructional leadership to the teachers, support staff and students of House and Year groups. This role assumes professional capabilities consistent with 'Highly Accomplished' and/or 'Lead' [National Professional Standards for Teachers](#) descriptors developed by the [Australian Institute of Teachers and School Leadership](#), though accreditation at this level is not a requirement.

<http://www.aitsl.edu.au/australian-professional-standards-for-teachers/standards/list>

The Academic Care and Wellbeing Coordinator, along with other leaders, works to ensure that the College is characterised by:

1. A relentless focus on learning for all students.
2. A collaborative culture and collective effort to support student and adult learning.
3. A results orientation to improve practice and drive continuous improvement.

The Academic Care and Wellbeing Coordinator works to lead a team of staff who promote and sustain health and wellbeing, academic care, resilience, and a supportive, collaborative environment. Specific responsibilities include:

1. House and Year Group staff team-building and capacity-building.
2. House and Year Group academic care and wellbeing initiatives and associated professional learning.
3. Supervision of Homegroup teachers in the provision of academic and wellbeing care to students.
4. Effective analysis and discussion of data to improve student learning at the Year Group level.
5. Assisting with planning of targeted initiatives/interventions for groups and individuals, including Individual Behaviour Plans and Learning Plans.
6. Working with outside agencies on intensive, individual interventions.
7. Promotion of Positive Behaviour for Learning initiatives and Teach More Manage Less practices and procedures.
8. Working in a team to plan best interventions to assist students to replace inappropriate behaviours, move forward with learning and/or maximise wellbeing.

Essential Criteria include:

- ◆ Category C: Accreditation for Leadership. The successful applicant must hold this certificate, be working towards gaining it or be prepared to work towards gaining it within 4 years of appointment. [Accreditation to Work, Teach and Lead in Catholic education in the diocese of Wagga Wagga Policy and Guidelines](#)
- ◆ An understanding of and commitment to the mission and purpose of Catholic Education.
- ◆ Demonstrated expertise as a classroom practitioner.
- ◆ Appropriate qualifications and experience.
- ◆ An appropriate mix of pedagogical, content and technological knowledge.
- ◆ An informed understanding of the impact of teaching strategies on student learning.
- ◆ An informed understanding of inclusive, learner centred pedagogy.
- ◆ An informed understanding of the role of formative and summative assessment in providing feedback that advances student learning.
- ◆ A capacity to lead and professionally develop staff in areas of academic care, Positive Behaviour Support, inquiry cycle planning and other aspects of contemporary education and pedagogy.
- ◆ A comprehensive understanding of, and ability to articulate, the nature of contemporary, learner-centred pedagogy
- ◆ An ability to work as part of a team, build a model team and contribute positively to staff professional culture
- ◆ An understanding of the nine domains of highly effective schools outlined in the [National School Improvement Tool](#), and a capacity to lead to 'High' and 'Outstanding' performance levels.
- ◆ Knowledge of relevant NSW Board of Studies curriculum documentation, practices and procedures.
- ◆ A capacity for authoritative instructional leadership.

Coleman St, PO Box 1014 Wagga Wagga NSW 2650
Phone: 02 6925 3388 Fax: 02 6925 5542 Email: kcc-info@ww.catholic.edu.au
www.kildarecatholiccollege.com
ABN 75 578 200 993

