



Secondary School Year Level Director

Position Title:	Secondary School Year Level Director (3 roles available – Director of Year 7-8, Director of Year 9-10, Director of Year 11-12)
Job Reference:	240601
Reports To:	Secondary School Principal
Nature of Employment:	Full-time (1.0FTE) Position of Responsibility: Secondary School Year Level Director (3-year tenure, renewal by mutual agreement) Substantive role: Secondary School Teacher (ongoing) Note: Approx. 18 periods release per week for Position of Responsibility
Classification:	Band 2, Level 3
Commencement Date:	January 2025

College Overview

Emmaus Christian College is an independent, non-denominational Christian school. We provide high quality Christian education to children and young people who are from Christian families that are actively involved in their local church and other families who fully support the involvement of their children in the Christian teaching, life and expression of the school.

Emmaus Christian College is one school, two campuses. The Brooklyn Park Campus caters for ELC to Year 6. The South Plympton Campus caters for Foundation to Year 12.

Both campuses offer a seamless pathway to Year 12 where children who have been offered a Foundation to Year 6 position at Brooklyn Park, have at the end of Year 6, a guaranteed entry into Year 7 at the South Plympton campus.

At Emmaus Christian College we want our students to:

- **Belong** – to know others and be known
- **Flourish** – to discover and grow into who they are in Christ
- **Think** – to build their knowledge, apply their skills and discern the truth
- **Respond** – to respond to the call of God in their lives

Key Purpose

The Secondary School Year Level Director has the exciting opportunity to offer expert pastoral, operational and behavioural support across the Secondary School. They will enthusiastically advocate for the educational purpose of our college, that students will Belong, Flourish, Think and Respond. This leadership role forms part of the key leadership team for the Secondary School (comprising 4 members). It works under the direction of the Secondary School Principal and in conjunction with two other Secondary Year Level Directors to promote and implement the strategic direction of the College.

Based at the College's South Plympton Campus, each Secondary School Year Level Director will be responsible for the line management of the Home Group teachers and Year Level Coordinators across



two year levels within the Secondary School, and will be responsible for overseeing up to 230 students (up to 4 streams, across 2 year levels). Emphasising a Christ-centred approach, the Secondary School Year Level Director is responsible to develop and maintain pastoral practices consistent across the Secondary School, while also ensuring these are developmentally appropriate for the students directly under their care. The College is currently recruiting for Secondary School Year Level Directors for the below year level groups:

- Year 7-8 (Director of Year 7-8)
- Year 9-10 (Director of Year 9-10)
- Year 11-12 (Director of Year 11-12)

In addition to the Position of Responsibility, the successful candidate will be responsible for classroom teaching in the Secondary School, working alongside a team of passionate teachers and administrative staff to provide enriching learning opportunities for our students. Directors are provided with approx. 18 periods of release per week from their substantive teaching role.

Key Responsibilities

Year Level Management:

- In conjunction with, and under the leadership of the Secondary School Principal, oversee all the pastoral and day to day operational matters across two designated year levels within the Secondary School.
- Meet regularly with the Secondary School Principal and other Secondary School Year Level Directors to develop and maintain a unified team culture across Year 7-12.
- Manage and work with the Year Level Coordinators to set themes, plan assemblies and pastorally and proactively respond to student needs.
- Line manage and support Home Group teachers across designated year levels, including induction and performance review.
- Support the development of policies and practices that engender a culture of shared classroom practice.
- Manage any complaints regarding Home Group teachers under their line management, this includes managing unacceptable performance (referring to the Secondary School Principal where serious or ongoing).
- Provide advice to the Secondary School Principal on issues affecting designated year levels (staffing, resources, budget).
- Ensure good communication with parents in relation to issues affecting students across designated year levels through event management and parent meetings.
- Overall responsibility and support for event management across designated year levels, including camps.
- In conjunction with the Secondary School Principal, be available to interview prospective students and parents across Year 7-12.
- Organise and coordinate the smooth transition of students in and out of the College
- Undertake exit interviews with families departing from designated year levels and report findings back to the Secondary School Principal.
- Participate in Secondary School Principal Tours.
- Be present and engaged with the Secondary School community, attending relevant events both within and outside of normal school hours.
- Share the responsibility of signing and proof-reading semester reports with Year Level Coordinators of designated year levels.



Student Management:

- Ensure that high expectations are maintained alongside a high level of support to guide students to take responsibility for their own academic performance, behaviour and presentation.
- Take overall responsibility for the behaviour management of students across designated year levels, leading and line managing 2 Year Level Coordinators, and up to 8 home group teachers.
- Meet regularly with Year Level Coordinators to discuss student matters.
- Support Year Level Coordinators to follow up students making poor behaviour choices or those who are chronically disengaged from their learning, involving parents when necessary.
- Inform and work collaboratively with the Secondary School Principal on student management issues that are ongoing and/or serious in nature.
- In conjunction with the Year Level Coordinators, maintain prompt and thorough documentation of all student matters (ie appropriately recording in SEQTA). When required, ensure relevant documentation of student matters is shared with the Student Wellbeing Teams.
- Action and communicate strategies, supports and appropriate consequences as required (ie. behaviour contracts, suspensions, etc.) that align with College Policies and Procedures, in conjunction with the Secondary School Principal.
- In conjunction with the Year Level Coordinators and when necessary, meet with individual students to support/mentor/counsel as required.
- Regularly acknowledge student achievements in assemblies, newsletters etc.

Inter House Culture and Competition:

In conjunction with the Secondary School Principal, other Secondary School Year Level Directors, and Year Level Coordinators (7-12):

- Develop a plan for inter house activities with educational purpose, promoting engagement and learning.
- Organise diverse inter house events, encouraging participation and highlighting successes.
- Implement a points system for events, recognising achievements and fostering competition.

Student Leadership:

In conjunction with the Secondary School Principal, other Secondary School Year Level Directors, and Year Level Coordinators (7-12):

- Liaise with the Principal – Secondary, South Plympton to oversee the Student Leadership program across Years 7-12.
- Facilitate regular leadership meetings, building essential skills and coordinating student leadership events.
- Manage the selection process for Student Leaders, ensuring a fair and transparent system.
- Provide ongoing mentorship and support to Student Leaders, ensuring they have the necessary resources and guidance to carry out their roles and responsibilities effectively.
- Coordinate and oversee events and activities that promote leadership opportunities.

Classroom Teaching:

In addition to the Position of Responsibility (3-year tenure, renewal by mutual agreement), this role includes an ongoing Secondary School Teacher position (substantive), requiring the successful candidate to:



- Demonstrate excellent teaching skills in a secondary school setting, utilising a range of methodologies.
- Facilitate a positive learning environment, acknowledging student achievements and fostering engagement.
- Provide high-quality learning opportunities, utilising lesson plans and engaging students across subjects.
- Work in collaboration with other staff to ensure a distinctive Christian education by motivating, inspiring and aligning practice with the College Vision, Mission and Values.

Working Relationships

The Secondary School Year Level Director would be expected to have good working relationships across the College, but specifically in the following instances:

- Report to the Secondary School Principal.
- Work closely with the other Secondary School Year Level Directors.
- Line management of designated Year Level Coordinators and designated Year Level Home Group teachers.
- Work closely with the Director of Teaching & Learning (7-12) regarding curriculum issues affecting designated year levels.
- Work in close consultation with the Learning Support Coordinator, Extended Learning Teacher/s and School Counsellors to address student needs and/or concerns

College Expectations

All staff are expected to:

- Be a committed Christian with a strong passion for Biblically-based Christian education.
- Contribute to the efficient and effective functioning of the team to meet College objectives by demonstrating appropriate and professional workplace behaviours, providing assistance to team members as required and undertaking other key responsibilities or activities as directed by the Executive Principal or Line Manager.
- Perform their responsibilities in a manner which reflects and responds to continuous improvement.
- Support the policies and expectations of the College.

Extra-Curricular and Co-Curricular Involvement

Expectations vary depending on the fraction of time employed:

- Attendance at staff devotions and staff meetings.
- Attend Professional Learning sessions where necessary.
- Be involved in co-curricular programs of the College (eg camps).
- Contribute to extra-curricular activities.

Selection Criteria

- A committed Christian with a deep desire to serve Jesus Christ as Lord.
- Demonstrated passion for biblically-based Christian education.



- An appropriate qualification in Teacher Education.
- Demonstrated ability in highly effective classroom teaching.
- Demonstrated skills and ability to positively influence, inspire and motivate others.
- Demonstrated ability to work positively in a team environment.
- Excellent organisational, prioritisation and time management skills.
- Strong interpersonal skills and an ability to successfully communicate through a variety of means.
- Highly collaborative approach to work.
- Have a teaching load that includes the designated year levels in conjunction with the relevant Director role.
- Ideally possess previous experience in the line management and performance development of staff.
- Current Teachers' Registration, valid Working with Children Check, RRHAN-EC and First Aid certification.

Submitting Your Application

Closing Date: 9:00am, Friday 12th July 2024

Applicants should provide:

1. A written application that addresses the selection criteria outlined in the position description.
2. Curriculum Vitae which provides full personal details, qualifications, previous employment and experience.
3. A completed 'Application for Teaching Position Form' available via our website emmauscc.sa.edu.au/about/employment.

Please indicate clearly in your application the Year Level designation you are applying for (Director of Year 7-8, Director of Year 9-10, or Director of Year 11-12), in addition to subject preferences for Classroom Teaching. Applications for more than one year level group are welcome.

Application submissions must be sent to recruitment@emmauscc.sa.edu.au and include all three documents to be considered. In the subject line of your application, please state the Job ID 240601.

For further information, please contact Human Resources on (08) 8292 3888 or recruitment@emmauscc.sa.edu.au