

# Marian College

## Senior School Coordinator



### Position Description

POL	POL 1 + 4 lessons time release per fortnight
Position reports to	Principal, Head of Learning and Teaching

### Position Overview

The Senior School Coordinator supports the mission of Marian College and Kildare Ministries by fostering a purposeful and compassionate learning environment for senior students. Grounded in hospitality, justice and courage, the role ensures that each student's journey through VCE and VM is guided by ethical leadership, personal dignity and holistic support.

### Catholic Identity and Mission

- Promote the ethos, mission and strategic goals of Marian College and Kildare Ministries
- Support the College's values, policies and procedures through visible and relational leadership.

### Leadership and Vision

- Lead the strategic coordination of VCE and VM programs across Years 11 and 12
- Oversee the development and publishing of the Senior School Handbook, in collaboration with the Head of Learning and Teaching and in collaboration with Curriculum Leaders
- Ensure that VCE and VM policies are regularly reviewed, updated and shared clearly with students, families and staff
- Liaise with leadership, curriculum and pastoral teams to ensure students are informed, supported and inspired to succeed
- Monitor academic loads and deadlines across subjects, ensuring a manageable spread of SACs, exams and course demands
- Maintain up-to-date understanding of VCAA requirements, attend VCE in-services, and guide staff on implementation and audits
- Model empathy, perseverance, patience and professionalism in all relationships
- Actively support decisions made by the College Leadership Team.

### Pastoral Care

- Guide College Captains and support Year 12 leadership activities including celebrations, Google Classroom, and community events
- Foster respectful use of the Year 12 Common Room, balancing independence and shared responsibility
- Support positive student behaviour and safe driving arrangements through proactive communication and planning.

---

## Academic Progress and Student support

---

- Oversee SAC and exam scheduling, ensuring equitable timing and preparation across subjects
- Manage the publication of practice exam timetables and coordinate suitable venues and supervision
- Communicate assessment expectations and VCAA policies to students and staff
- Support students' learning pathways and subject counselling in partnership with key staff
- Share relevant student information with the Learning & Teaching team, House Leaders, and teaching staff to support inclusive planning and continuity
- Meet with students and families regarding VCE/VM progress, subject changes or learning concerns
- Liaise with Learning Diversity to coordinate Special Provisions, SEAS applications and exam accommodations.

---

## Staff Leadership and Development

---

- Collaborate with Senior Teachers to monitor student progress and academic demands
- Ensure staff are informed of expectations and procedures relating to assessment, authentication, late submission and extensions
- Provide timely communication and updates to subject teachers on VCAA changes and school timelines
- Promote collegial spirit and shared professionalism across senior teaching teams.

---

## Communication and Engagement

---

- Publish senior learning updates via SIMON, Google Classroom and newsletters
- Craft messages that celebrate student achievement and leadership across Year 11 and 12 for school newsletter and social media platforms
- Communicate clearly with families regarding key dates, events, exam arrangements and pathway planning
- Facilitate Senior School component of information evenings and present VCE/VM matters in collaboration with the Curriculum Leader: Applied Learning and Pathways Coordinator.

---

## Specific tasks

---

- Liaise with staff and students to coordinate GAT logistics and external examination procedures
- Organise, in collaboration with Admin staff, all arrangements relating to the completion of external exams and internal practice exams:
  - Organise suitable spaces and supervisors for external exams.
  - Ensure that facilities are suitable and ready for examinations.
  - Draft and publish a Practice Examination timetable, in consultation with the Director of Learning and Teaching
- Create the "In my words" roster for the newsletter and publish on SIMON weekly and Year 12 canteen support roster.

---

## Commitment to Child Safety

---

Consistent with our mission as a Catholic school in the Brigidine traditions, Marian College is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students. The Senior School Coordinator must:

- Adhere to Child Safety legislation and College requirements
- Provide students with a child-safe environment in which inherent dignity of children and young people is respected and nurtured
- Be familiar with and comply with the Marian College and KEM Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety
- Demonstrate duty of care to students in relation to their physical and mental wellbeing
- Maintain confidentiality, discretion and professional boundaries in all matters
- Maintain accurate and timely student records through Marian College reporting processes, SIMON Behavioural Tracking and Student Notes.

---

## Health and Safety

---

All Marian College staff are expected to:

- Adhere to, and implement, safe work practices and procedures in accordance with Marian College and KEM policies
- Work safely and report any hazards in accordance with college procedures
- Monitor and take full care of the health and safety of others
- Participate when required in the resolution of safety issues.

---

## Other Duties

---

It is not the intention of this role description to limit the scope or accountability of the position but to highlight the most important aspects. All employees are required to undertake reasonable duties commensurate with their skills and training from time to time in accordance with the needs of the College or as directed by the Principal.