

Marian College

Transition Coordinator



Position Description

POL	POL 2 + 4 lessons time release per fortnight
Position reports to	Principal
Collaborates with	College Registrar

Position Overview

The Transition Coordinator is responsible for the provision of assistance and support to students with transition to Year 7 through to Year 12 at the College. The Transition Coordinator is responsible for liaising with parents and students seeking admission to the College for enrolment and is supported by the College Registrar and Executive Assistant to the Principal. In particular, the Transition Coordinator works to ensure all students are prepared to successfully transition to Year 7 at the commencement of the year.

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
- Encourage participation in faith and community events including whole-school Masses, liturgies and social justice initiatives.

Leadership and Vision

- Contribute to the strategic development of Marian College through active engagement in enrolment processes
- Contribute to the sustainability of Marian College through active promotion of the school
- Model empathy, perseverance, patience and professionalism in all relationships
- Actively support decisions made by the College Leadership Team.

Pastoral Care

- Support House Leaders and TA teachers in the wellbeing monitoring of new students, including early intervention and referrals to the Wellbeing Team
- Demonstrate commitment to building a common approach to behaviour support that encourages respect amongst students such as SWPB and wellbeing programs implemented by the college
- Liaise with Learning Diversity and House Leaders regarding student needs and transitions.

Communication and Engagement

- Organise Orientation days for new Year 7 students in conjunction with the Director of Learning and Teaching and the Director of Student Pastoral Care
- Develop and maintain authentic relationships and good communication with Catholic Primary Schools in the area to promote a pathway to Marian College
- Provide information and support for parental queries regarding the transition from primary to secondary schooling
- Conduct transition meetings with appropriate Grade 6 teachers from St Mary's Primary school and any other primary school as required
- Ensure an accurate and timely handover of relevant information of Grade 6 students to House Leaders, the Director of Learning and Teaching and the Director of Student Pastoral Care
- Be actively engaged in the planning and promotion of Open Night, attending and presenting as required
- Working with the College Registrar, coordinate school tours for families interested in enrolling at Marian College.

Specific tasks

- Coordinate and attend the Year 7 camp
- Organise Orientation days for new Year 7 students in conjunction with the Head of Learning and Teaching and the Head of Student Pastoral Care, and additionally working in collaboration with House Leaders and TA teachers as required
- Coordinate the transition of new students in Years 8 to 12 throughout the year
- Direct the Registrar to complete tasks associated with transition and enrolment of students, working in conjunction with the Head of Learning and Teaching, such as allocation to TA group, organisation of timetable and set up of devices.

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 Transition Coordinator must:

- Adhere to Child Safety legislation and College requirements
- Provide students with a child-safe environment in which the 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.

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.