

BAYSIDE COLLEGE

Job Descriptions and Selection Criteria 2009



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PRINCIPAL CLASS POSITIONS

Bayside College

Position	CAMPUS PRINCIPAL
Classification	Principal Class
Placement	Campus-based Position
Tenure	
Description	<p>As an Assistant Principal at Bayside, the Campus Principal is part of the leadership team of the College and has as his/her main role the management of a campus. He/she is forward looking, active and able to see the big picture as well as manage the details of the position. As the leader of teams within the College, he/she seeks out and implements best practice teaching and learning and pedagogy. He/she has a College focus with regards to an appreciation of the multicultural nature of the College, its community and the complexities of its multi-campus structure. The Campus Principal will manage any one of the three campuses in the college, is not expected to have a teaching load and reports to the College Principal.</p>
Responsibility	<ol style="list-style-type: none"> 1. Develop an appropriate learning environment for students in the junior, middle years or senior year of secondary schooling. 2. Ensure the campus runs smoothly. 3. Be responsible for campus staff welfare and well being. 4. Assist the Assistant Campus Principal and Student Leaders and Welfare Coordinators to resolve incidents and support staff and with student management issues and parent contact. 5. Implement and administer VCAA and DET policies and program requirements. 6. Communicate with parents and the community via Information Nights, Open Days and regular newsletters. 7. Work proactively to promote the college through links with other schools, regional networks, parent groups, professional associations and community organisations. 8. Manage the upkeep up of, and improvements to, the physical environment of the campus. 9. Manage OH&S and major projects on the campus with the Resource Manager. 10. Work collegially with the College Principal and other Campus Principals. 11. Liaise with the Staff Development & Wellbeing Coordinator, College Principal and Daily Organiser to oversee the induction of new staff on the campus. 12. Convene major campus and whole-college committees such as Campus Management, College Council sub-committee, College Management sub-committee and a Charter Working Party. 13. Be a member of College Council and cross-college committees, such as Curriculum and Consultative Committee. 14. Manage Program Budgets for Campus Administration, Principal's Discretionary Fund, Campus Fundraising, Campus SRC, Transition and other programs within area of responsibility, (eg; booklists and the school diary). 15. Provide relevant accountability and evaluation data for the Annual Report, Charter Development and the Triennial Review. 16. Deputise for the College Principal in his/her absence. 17. Carry out other duties as required by the College Principal.

Position	ASSISTANT CAMPUS PRINCIPAL
Classification	Principal Class
Placement	Campus-based Position
Tenure	
Description	<p>As an Assistant Campus Principal at Bayside, this person is part of the leadership team in the College and has as his/her role support the Campus Principal in the management of a campus. He/she is forward looking, active and able to see the big picture as well as manage the details of the position. As the leader of teams within the College, he/she seeks out and implements best practice with regards to teaching and learning and pedagogy. He/She has a College focus and an appreciation of the multicultural nature of the College and its community and the complexities of its multi-campus structure and college values. The Campus Principal will work on any one of the three campuses in the college. The Assistant Campus Principal reports to the Campus Principal and the College Principal.</p>
Responsibility	<p>All Campuses</p> <ol style="list-style-type: none"> 1. Coordinate a major DOE or College initiative or program. 2. Plan and organise campus events and processes, such as parent/teacher interviews, assemblies, litter management and reports distribution in conjunction with the Daily Organiser. 3. As leader of the student management team, resolve incidents and support staff and Student Leaders with student management issues and parent contact. 4. Deputise in absence of the College Principal or a Campus Principal or a Student Leader. 5. Communicate with parents and the community via Information Nights, Open Days and other means. 6. Be a member of Committees in conjunction with the Campus Principal: Campus Management, Major Events, Student Services, College Management and a Working Party. 7. Convene the Campus Welfare Committee. 8. Manage Program Budgets for Student Leaders and Transition. 9. Provide relevant accountability and evaluation data. 10. Carry out other duties as required by the College Principal. <p>Junior Campus</p> <ol style="list-style-type: none"> 1. In conjunction with Student Leaders and/or Student Welfare staff, assist with student enrolments, exits and suspension panels. 2. In conjunction with Student Leaders and relevant teams, develop Transition programs from Year 6 into Year 7. 3. In conjunction with Student Leaders and relevant teams coordinate subject selection processes and end of year Orientation programs for students. 4. Develop a Year 7 Induction Program for the beginning of each year and oversee the arrangement for start of year Induction programs at other year levels. 5. Liaise with the senior campus and relevant staff to support the transition of students from Year 9 into 10. <p>Senior Campus</p> <ol style="list-style-type: none"> 1. Implement VCAA policies and requirements and oversee the administration of exams and School Assessed Coursework and Assessment Tasks. 2. Inform staff, students and parents of relevant aspects of VCE Administration, including Authentication requirements and procedures. 3. Develop Transition programs for students from Year 9 into 10, Year 10 into 11, Year 11 into 12 and end of year Orientation programs for prospective Year 10, Year 11 and Year 12 students. 4. Liaise with the Coordinators of Curriculum, Managed Individual Pathways (MIPs), VASS, VET VCAL and Key Learning Areas to develop VCE, VCAL & VET curriculum structures and program options. 5. Liaise with the Curriculum Coordinator to publish the VCE, VCAL, VET Handbook and Year 10 hand books.

LEADING TEACHER POSITIONS

Bayside College

Position	STUDENT LEARNING - CURRICULUM
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Tenure	4 Years
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Description	<p>At Bayside College the Leading Teacher Student Learning - Curriculum is an outstanding classroom teacher and a key member of the leadership and management team within the curriculum program. This Leading Teacher is forward looking and visionary in leading and managing the details of this position by demonstrating and modelling outstanding skills, knowledge and performance.</p> <p>As the leader of a team or teams with a high degree of independence within the college, the Leading Teacher is responsible and accountable to the College's Strategic Plan in relation to student learning. The Leading Teacher has a College focus and an appreciation of the culture of the college, its community and the complexities of its multi-campus P-12 structure.</p> <p>The Leading Teacher of Student Learning - Curriculum will work with the principal in charge of curriculum and report.</p>
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Responsibility	<ol style="list-style-type: none"> 1. Be an agent for change and innovation within the college by working with the leadership structure in the coordination, planning and implementation of the College's curriculum program within state-wide policies and guidelines. 2. Shape and support the future direction of curriculum development, planning and review in line with the College education vision. 3. Disseminate curriculum policies, guidelines and materials that will stimulate curriculum debate and provide teachers with models of quality curriculum practice. 4. Provide support and advice to the Curriculum Committee concerning the implementation of curriculum policies within the College and assist in maintaining a high level of consistency in curriculum delivery between the campuses. 5. Work with the Business Manager to allocate funds to areas of the curriculum budget and coordinate programs associated with curriculum by monitoring and evaluating the achievement of set targets and the disbursement of funds to related budget areas. 6. Liaise with College Council on matters related to curriculum and be a member of the College Council Education Policy Committee. 7. Improving teacher capacity through the leadership and management of staff in Professional Learning Teams; Professional Growth and Development and other support structures. 8. Provide regular reports on College curriculum developments and decisions to staff meetings, the College Council and the College community as a whole. 9. Assist all Areas of Learning in curriculum planning and development. 10. Coordinate the work of the Curriculum Committee in developing a whole school approach to curriculum in such areas as assessment and reporting, student welfare and discipline, inclusive curriculum, literacy, numeracy and play a leadership role in the incorporation of e-learning into the curriculum. 11. Work with the Leading Teacher of Staff Development & Wellbeing in curriculum planning and associated professional development as well as the co-ordination and the planning of programs for curriculum days. 12. Be a member of the College Strategic Plan Working Party and assist in the preparation of relevant sections of the Annual Report. 13. Take overall responsibility for the implementation of Thinking, Civics and Citizenship, Interpersonal, eLearning and Communication throughout the College curriculum. 14. Assist in the induction process of staff new to the school. 15. Carry out other duties as required by the College Principal.
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Position	STUDENT SERVICES
Tenure	4 Years
Description	<p>At Bayside College the Leading Teacher of Student Services is an outstanding classroom teacher and a key member of the leadership and management team within the curriculum program. The Leading Teacher is forward looking and visionary in leading and managing the details of this position by demonstrating and modelling outstanding skills, knowledge and performance.</p> <p>As the leader of a team or teams with a high degree of independence within the college, The Leading Teacher is responsible and accountable to the College's Strategic Plan in relation to student engagement and wellbeing. The Leading Teacher has a College focus and an appreciation of the culture of the college, its community and the complexities of its multi-campus P-12 structure.</p> <p>The Leading Teacher of Student Services will work with the principal in charge of the Student Services Committee.</p>
Responsibility	<ol style="list-style-type: none"> 1. Coordinate the domain of Personal Learning and programs that improve student well-being and welfare. 2. Develop, implement and review policies and programs related to Student Services, such as drug education, equal opportunity, peer mediation and sexual harassment. 3. Represent the College on Program Support Groups as necessary. 4. Seek support for Student Services from the DEECD, local government, community agencies, local businesses and service clubs. 5. Ensure that the managed stage response process is followed in conjunction with the relevant student welfare team. 6. Ensure the development and implementation of an Emergency Management Strategy in the college. 7. Improving teacher capacity through the leadership and management of staff in Professional Learning Teams; Professional Growth and Development and other support structures. 8. Liaise with regional personnel. 9. Coordinate program budgets for Student Services programs. 10. Provide relevant accountability & evaluation data for the Annual Report, the Strategic Plan and the Triennial Review. 11. Lead teams of campus Student Welfare Coordinators and personnel involved in Pastoral Care, Special Education & Students with Disabilities and Impairments, Koori Education and aspects of their programs. 12. Manage teams of teacher aides, ethnic aides and student support personnel 13. Liaise with Leaders of Student Learning, Year Level Coordinators, Student Managers, Assistant Campus Principals, SRC Coordinators and Campus Principals. 14. Convene both the College Council's Student Services Committee and Student Policy Committee. 15. Assist in the induction process of staff new to the school. 16. Be a member of the Curriculum Committee. 17. Carry out other duties as required by the College Principal.

Position	HUMAN RESOURCES/TIMETABLE
Tenure	4 years
Description	<p>At Bayside College the Leading Teacher Human Resources/Timetable is an outstanding classroom teacher and a key member of the leadership and management team within the wider college program. The Leading Teacher is forward looking and visionary in leading and managing the details of this position by demonstrating and modelling outstanding skills, knowledge and performance.</p> <p>As the leader of a team or teams with a high degree of independence within the college, the Leading Teacher is responsible and accountable to the College's Strategic Plan in relation to the implementation of the College Curriculum. The Leading Teacher has a College focus and an appreciation of the culture of the college, its community and the complexities of its multi-campus P-12 structure.</p> <p>The Leading Teacher, Human Resources/Timetable will work with the principal in charge of curriculum.</p>
Responsibility	<ol style="list-style-type: none"> 1. Develop a P-12 College timetable and accompanying processes to reflect agreed curriculum structures, priorities, initiatives and relevant College policies. 2. Provide leadership around work force planning including leave applications and staff changes. 3. Develop models and options for curriculum delivery, student groupings and staff allotments 4. Create, manage and maintain a college-wide database for work force planning 5. Coordinate the expenditure of CRT budgets and collect & monitor data on CRT budgets, staff extras and End-of-Year allocations 6. Improving teacher capacity through the leadership and management of staff in Professional Learning Teams; Professional Growth and Development and other support structures. 7. Provide relevant accountability & evaluation data. 8. Liaise with key college personnel: Business Manager, Personnel (HRMS) Manager and Principals to ensure the effective implementation of the College program. 9. Provide overall leadership and support for the Daily Organisers across the College. 10. Provide leadership and expertise to other program leaders including Leading Teachers, Campus Principals and other decision making teams for the smooth operation of College programs. 11. Lead and manage the Curriculum Implementation Committee including the consultative processes. 12. Be a member of Curriculum Committee and the College Leave Panel 13. Assist in the induction process of staff new to the college. 14. Carry out other duties as required by the College Principal

Position	STAFF DEVELOPMENT & WELLBEING
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Tenure	4 Years
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Description	<p>At Bayside College the Leading Teacher, Staff Development & Wellbeing is an outstanding classroom teacher and a key member of the leadership and management team within the curriculum program. The Leading Teacher is forward looking and visionary in leading and managing the details of this position by demonstrating and modelling outstanding skills, knowledge and performance.</p> <p>As the leader of a team or teams with a high degree of independence within the college, the Leading Teacher is responsible and accountable to the College's Strategic Plan in relation to staff development and wellbeing. The Leading Teacher has a College focus and an appreciation of the culture of the college, its community and the complexities of its multi-campus P-12 structure.</p> <p>The Leading Teacher will work with and report to the College Principal.</p>
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Responsibility	<ol style="list-style-type: none"> 1. Develop a positive performance and development culture within the P-12 College linked to the goals and priorities of the College Strategic Plan. 2. Be an agent for change and innovation within the college and work with the leaders of Curriculum and Student Services and the college organisation to implement relevant professional development activities. 3. Lead a representative committee to plan, implement and evaluate strategies to enhance staff welfare and wellbeing. 4. Lead staff in the implementation of their personal professional development plans and distribute relevant PD information from a variety of sources. 5. Coordinate the Professional Growth and Performance Review process across the College. 6. Manage student teacher training in the College. 7. Improving teacher capacity through the leadership and management of staff in Professional Learning Teams; Professional Growth and Development and other support structures. 8. Develop, implement and evaluate an induction process for new and provisionally registered staff and their mentors. 9. Regularly update, publish and distribute the Staff Handbook across the College. 10. Actively seek out programs and opportunities to enhance staff development and wellbeing. 11. Organise staff training (e.g. in First Aid, OH&S, bus drivers' licences and emergency management) 12. Produce relevant data for the College Annual Report, Triennial Review and the Strategic Plan. 13. Be a member of Committees: Curriculum Committee, key working parties and Campus Management. 14. Work closely with the Business Manager to manage the Staff Development & Wellbeing budget and other fiscal matters relevant to the position. 15. Carry out other duties as required by the College Principal.
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Position	STUDENT LEARNING
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Tenure	
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Description	<p>At Bayside College the Leading Teacher, Student Learning is an outstanding classroom teacher and a key member of the leadership and management team within the curriculum program. The Leading Teacher is forward looking and visionary in leading and managing the details of this position by demonstrating and modelling outstanding skills, knowledge and performance.</p> <p>As the leader of a team or teams with a high degree of independence within the college, the Leading Teacher is responsible and accountable to the College's Strategic Plan in relation to student learning. The Leading Teacher has a College focus and an appreciation of the culture of the college, its community and the complexities of its multi-campus P-12 structure.</p> <p>The Leading Teacher, Student Learning will work with the principal in charge of curriculum.</p>
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Responsibility	<ol style="list-style-type: none"> 1. Promote the development of the Learning Area as a professional learning team and encourage continual evaluation and development of the learning area curriculum in line with recent pedagogical practice, DEECD policies and programs. 2. Coach and mentor Learning Area staff, develop collegiality, build a learning and development culture, model innovative teaching styles, and encourage appropriate professional development. 3. Take a leading role in the evaluation of and response to student, staff and parent feedback from across the college. 4. Develop shared curriculum, special programs and strategies for improved student learning in consultation the student leadership team at each year level. 5. Take responsibility for the implementation and delivery of all curriculum areas/courses/units associated with the learning area, including relevant VELs, VCE, VET and VCAL units of study and document these in a current Learning Area Handbook. 6. Provide leadership and advice to a working party nominated by the Curriculum Committee Leadership group and coordinate and evaluate cross-curricular and shared programs in the college. 7. Ensure that the DEECD and College priorities and special programs in ESL, ICT, Literacy and Numeracy are integrated into the Learning Area curriculum. 8. Improving teacher capacity through the leadership and management of staff in Professional Learning Teams; Professional Growth and Development and other support structures 9. Liaise with the Reports Coordinator regarding student assessment, reporting, moderating and proof-reading. 10. Contribute to the formulation of teaching allotments via discussion with Campus Principals, Learning Area staff and the Leading Teacher for Human Resources & Timetabler. 11. Manage the Learning Area program budget and liaise with assistant Learning Area Coordinators regarding teaching resources, booklists and budgets. 12. Provide accountability and evaluation data to the Curriculum Committee and other staff within the college. 13. Work with the Business Manager to effectively manage the program budget and develop a clear understanding of budgetary requirements for this position. 14. Undertake other duties designated by the College Principal.
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Learning Area Specific	<p>STUDENT LEARNING – ENGLISH & LITERACY</p> <ul style="list-style-type: none"> • Lead and manage the implementation of the Literacy program across the College related to the Strategic plan. <hr/> <p>STUDENT LEARNING - MATHEMATICS & NUMERACY</p> <ul style="list-style-type: none"> • Lead and manage the implementation of the Numeracy program across the College related to the Strategic plan.
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Position	STUDENT MANAGEMENT AND WELLBEING
Tenure	4 Years
Description	<p>At Bayside College the Leading Teacher for Student Management and Wellbeing is an outstanding classroom teacher and a key member of the leadership and management team within the curriculum program. The Leading Teacher is forward looking and visionary in leading and managing the details of this position by demonstrating and modelling outstanding skills, knowledge and performance.</p> <p>As the leader of a team or teams with a high degree of independence within the college, the Leading Teacher is responsible and accountable to the College's Strategic Plan in relation to student welfare and management. The Leading Teacher has a College focus and an appreciation of the culture of the college, its community and the complexities of its multi-campus P-12 structure.</p> <p>The Leading Teacher for Student Management and Wellbeing will work with the principal in charge of Student Services.</p>
Responsibility	<ol style="list-style-type: none"> 1. Lead, plan, implement and evaluate a positive culture of learning, well-being, engagement and connectedness appropriate for students and in line with College values. 2. Lead and manage teams of significant teachers and other staff to assess the ongoing performance of students according to the relevant data and to the strategic plan. 3. Ensure the ongoing development and implementation of the Personal Learning domain and appropriate Pastoral Care Program of students. 4. Communicate regularly with parents and other relevant members of the community. 5. Coordinate tasks related to leadership of students , for example, monitor student attendance, run assemblies, implement cross College student management and welfare policies and practices, check student reports, assist with student course selection, class lists, examinations or testing programs, prepare duty rosters, organise camps, guest speakers and orientation and transition programs. 6. Monitor students' progress and prepare reports for new students and students at risk. 7. Mentor and support staff to deal with student management and welfare issues in accordance with College policies. 8. Improving teacher capacity through the leadership and management of staff in Professional Learning Teams; Professional Growth and Development and other support structures. 9. Assist in the induction process of new staff to the college. 10. Facilitate enrolments and exit procedures in line with College practices and policies. Provide relevant destination data regarding students who have exited. 11. Be familiar with rules and regulations in relation to curriculum, other programs and their implications for course selection, reporting, assessment and educational pathways for students. 12. Work closely with the Campus Principal and the Leading Teacher for Student Services in the evaluation of the Attitudes to School Survey and in formulating an action plan for the campus and college. 13. Be a member of the campus management team, the campus welfare and discipline team, nominated working parties and the College Student Services Committee. 14. Provide relevant accountability and evaluation data. 15. Carry out other duties as required by the College Principal.

J&TAC Terms and Definitions

ICT – Domain of VELS

eLearning – Umbrella term encompassing the 'global' focus of information technology

Learning Technologies – curriculum focus

Staff – Refers to all teaching and non-teaching members of the college

POSITIONS OF RESPONSIBILITY

Bayside College

SELECTION CRITERIA (FOR POSITIONS OF RESPONSIBILITY)

GENERAL INFORMATION

01. You do not need to nominate referees or provide a CV.
02. If you are applying for more than one job, please complete an 'Order of Preference' notice below and attach it to your application in a sealed envelope to the College Principal. This will be opened after the interviews have been concluded.
03. After each round, if applicants have applied for more than one job, selection panel rankings will be matched against applicant preferences.
04. Jobs are indicated with a one year time allowance for 2008, however, the time allowance/special payments might need to be revised with some jobs depending on the funding available in the college.
05. Assistant-KLA positions will be placed on a different campus from the holder of the College Leading Teacher position.
06. Where there are two or three people selected for the same position, they will be placed to meet the curriculum needs of the College. The College Principal may decide that this will necessitate a shift of campus for some successful applicants.
07. The time allowances for some jobs may be adjusted after the successful applicant has been given the position in order to better reflect student numbers on each campus (eg; Integration, ESL, Student Managers, Assistant YLC's and SWC).
08. The College Sports Coordinator position has been amended with a job description and an adjusted time allowance. The College Sports Coordination position has been e-mailed to your Campus Principal to add into the Jobs Handbook. In this instance a person holding a Campus Sports Coordination position can also apply for the College Position and if successful retain both jobs.
09. Please note: that for all positions of responsibility consideration will be given to the Staff Movement Policy and the curriculum priorities that taken precedence over tenure of any of the advertised positions within the college.

ELIGIBILITY

01. Staff may apply jointly for a position where the time allowance is greater than 4 periods.
02. There is no differential payment between Graduate, Accomplished and Expert Teachers.
03. All teaching and non-teaching staff are eligible to apply for any advertised special payment and/or time allowance positions in the college.
04. It is strongly recommended that successful applicants should hold only **one position** of responsibility in the college.
05. A campus-specific position must be filled on the campus specified. If the successful applicant is not placed on that campus, the position must be relinquished and it will then be readvertised.
06. If there is a sole applicant for a position, and the panel agrees that the written application satisfies the selection criteria, the panel may decide that an interview is not necessary.

SELECTION CRITERIA

- 1. Skills and knowledge that are relevant to the successful performance of this position.**
- 2. Provide evidence of previous relevant experience that demonstrates a capacity to carry out this position successfully.**
- 3. Understanding of the requirements of the job and strategies to carry it out successfully.**

Position

EDUCATION RESOURCES AND LIBRARY COORDINATOR

Placement

No Specific Campus

Tenure

Responsibility

1. Coordinate and develop excellent Education Resource and Information Centres on each campus.
2. Coordinate the campus teacher librarians' team and promote the libraries on each campus.
3. Coordinate the purchase and upgrade of teaching & learning resources, including curriculum computer software, audio, visual & print.
4. Directly manage and make certain that correct procedures are in place regarding the use and maintenance of software storage and licences.
5. Investigate the latest teaching and learning resources and make this information available to teachers and students.
6. Develop appropriate policies related to the use of educational resources e.g. copyright.
7. Develop links between student ID cards and use of college resources such as photocopying and printing in collaboration with the Business Manager.
8. Coordinate budgets for teaching & learning resources, including the campus libraries.
9. Manage the curriculum resources funding process.
10. Provide relevant accountability & evaluation data.
11. Liaise with key college personnel and be a member of the Resources Working Party.
12. Carry out other duties as required by the College Principal.

Position

STUDENT LEARNING – LOTE COORDINATOR

Placement

No Specific Campus

Responsibility

1. Promote the development of the Learning Area as a professional learning team and encourage continual evaluation and development of the learning area curriculum in line with recent pedagogical practice, DEECD policies and programs.
2. Coach and mentor Learning Area staff, develop collegiality, build a learning and development culture, model innovative teaching styles, and encourage appropriate professional development.
3. Take a leading role in the evaluation of and response to student, staff and parent feedback from across the college.
4. Develop shared curriculum, special programs and strategies for improved student learning in consultation the student leadership team at each year level.
5. Take responsibility for the implementation and delivery of all curriculum areas/courses/units associated with the learning area, including relevant VELs, VCE, VET and VCAL units of study and document these in a current Learning Area Handbook.
6. Provide leadership and advice to a working party nominated by the Curriculum Committee Leadership group and coordinate and evaluate cross-curricular and shared programs in the college.
7. Ensure that the DEECD and College priorities and special programs in ESL, ICT, Literacy and Numeracy are integrated into the Learning Area curriculum.
8. Improving teacher capacity through the leadership and management of staff in Professional Learning Teams; Professional Growth and Development and other support structures
9. Liaise with the Reports Coordinator regarding student assessment, reporting, moderating and proof-reading.
10. Contribute to the formulation of teaching allotments via discussion with Campus Principals, Learning Area staff and the Leading Teacher for Human Resources & Timetabler.
11. Manage the Learning Area program budget and liaise with assistant Learning Area Coordinators regarding teaching resources, booklists and budgets.
12. Provide accountability and evaluation data to the Curriculum Committee and other staff within the college.
13. Work with the Business Manager to effectively manage the program budget and develop a clear understanding of budgetary requirements for this position.
14. Undertake other duties designated by the College Principal.

Position	COLLEGE PERFORMING ARTS COORDINATOR
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Eligibility	All Staff
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Placement	No Specific Campus
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Responsibility	<ol style="list-style-type: none"> 1. Plan, coordinate and promote the Performing Arts program of the College, which may include the College Production. 2. Assist in the organisation of College events such as Foundation Day and the Awards Evening through the Major Events Committee of the College Consultative Committee. 3. Promote the College in the community and liaise with the Western Region, other schools and outside organisations as required regarding activities related to the Performing Arts, such as the district Festival of Performing Arts. 4. Be responsible for the Performing Arts program budget and purchase and maintenance of equipment. 5. Work in conjunction with the KLA Arts Coordinator, the Music Coordinator and the College Administration in relation to Performing Arts staff, school performances, special events and the Performing Arts program. 6. Establish a Performing Arts Working Party during the production period/s and bring together relevant staff and or students and members of the community to be involved in the college production/s.
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Position	YEAR LEVEL COORDINATORS
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Classification	All Staff
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Placement	Senior Campus
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Tenure	
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Responsibility	<ol style="list-style-type: none"> 1. Monitor the academic, social, welfare and behavioural progress of students and support teachers in the management of students. 2. Liaise with Assistant Campus Principal, Campus Principal, Student Leaders and other Year Level Coordinators, Student Welfare Coordinator, Careers, and other relevant teachers on matters of student welfare and management. 3. Assist the Student Leader, or conduct regular year level meetings for both students and/or teachers and arrange contact with parents. 4. Participate in regular campus welfare and discipline meetings and assist in the continuing review and development of the College Welfare and Discipline Policy. 5. Establish and maintain a comprehensive system of records for students in the year level, with information relating to welfare, discipline and academic progress. 6. Monitor student absence, send written notification to parents on a regular basis and provide summarised data on students as required. 7. Participate in parent information evenings appropriate to the level and supervise the preparation of reports at the year level. 8. Monitor the assessment and reporting process for students in conjunction with classroom teachers and to ensure that all appropriate follow up and parent contact is made. 9. Undertake other duties as required by the Campus Principal, such as: <ul style="list-style-type: none"> • Be involved in transition, including orientation programs, for the year level in conjunction with other relevant staff • Be responsible for new enrolments and exiting procedures for the Level, in accordance with campus practice • Provide information about student exits and destinations for CASES • Manage student suspensions and conferences for the level • Facilitate implementation of the College Camps and Excursion policy and, if possible, organise an appropriate year level camp.
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Position	STUDENT WORK ETHICS COORDINATOR
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Eligibility	All staff
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Placement	Junior Campus
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Tenure	
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Responsibility	<ol style="list-style-type: none"> 1. The Student work ethic coordinator works to improve the work ethic of students, student motivation, the quality of student work, and teacher and family effectiveness in supporting students in work and meeting work deadlines. 2. Develop and oversee an effective system of monitoring work deadlines, extensions, and redemption of work. 3. Advise teachers in the effective management of setting and receiving work, and communication with families. 4. Communicate with families the expectations of the college and teachers, and provide advice to families in promoting effective student work habits. 5. Monitor and communicate with students who have not met work deadlines. 6. Provide communication with families of students who do not meet work deadlines. 7. Liaise with the Student Managers in identifying students at risk. 8. Work with the Campus management Team in its review of student motivation, teacher expectations, and the support of students.
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Position	DAILY ORGANISER
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Eligibility	All Staff
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Placement	Campus-based Position
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Tenure	
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Responsibility	<ol style="list-style-type: none"> 1. Assist College Timetabler with timetable preparation. 2. Make arrangements for classes to be supervised and yard duty carried out for staff who are absent by either "extras", "in lieu's", to staff or engaging replacement teachers or relieving teachers. 3. Maintain an accurate record of teacher absence and replacement teacher employment in accordance with DET directives and policies. 4. Prepare campus yard duty roster and other staff rosters as required. 5. Manage and advise staff on the use of any available replacement teacher funds. 6. Ensure an Extras File is maintained for use by replacement teachers. 7. Take responsibility for the preparation of the daily extras sheet and compile a complete and accurate record of all extras for audit purposes. 8. In conjunction with the Campus Principal and/or the Assistant Campus Principal, take responsibility for the planning of exam timetables, transition/orientation program timetables, parent interview nights, reallocation timetables, and other campus events as required. 9. Take responsibility for making adjustments to the daily organisation of the campus to meet the needs of any excursions (eg. liaise with bus operators and canteen when changes occur as required). 10. Be a member of the Committee of Campus Management and attend their meetings as required. 11. Liaise with other daily organisers, report to principals and the College Consultative Committee's Major Events Committee as required.
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Position	COLLEGE REPORTS COORDINATOR
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Eligibility	All Staff
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Placement	No Specific Campus
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Tenure	
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Responsibility	<ol style="list-style-type: none"> 1. Liaise with campus Principals to develop appropriate campus report writing processes and timelines to ensure consistency across the College. 2. Manage and evaluate the computer report writing and assessment procedures across the College. 3. Ensure that all staff, particularly new staff, are given appropriate in-servicing for computer reporting. 4. Be available as a 'trouble-shooter' for the computer report-writing process as problems arise. 5. Liaise with the Curriculum Coordinator and KLA Coordinators to continually refine the report system for reporting of the VELS outcome levels, VCE outcomes and Assessment Task grades, VET, VCAL and other DET reporting policies. 6. Provide information re reporting and assessment for Student Leaders, Campus Principals, KLA Coordinators, the College Strategic Plan and for the Annual Report.
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Position	COLLEGE MUSIC COORDINATOR
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Eligibility	All Staff
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Placement	No Specific Campus
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Tenure	
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Responsibility	<ol style="list-style-type: none"> 1. Form a team with the College Performing Arts Coordinator to develop and evaluate the Bayside College Music Strategy Plan for the Western Region. 2. Create, establish and conduct a College Concert Band. Organise rehearsals, transport, competitions and performances. 3. Coordinate the Instrumental Music Program across the College and develop strategies for increased student performance. 4. Coordinate the Academic Achievers Instrumental Music Program across the College. 5. Manage the Instrumental Music teaching team; prepare the annual submission for allocation of Instrumental Music Staff to the College; represent the requirements and rights of instrumental music staff; ensure they have access to appropriate PD. 6. Be responsible for the Timetabling of the I&E teachers and oversee their working conditions in consultation with the College Principal. 7. Liaise with campus based music teachers to plan, prepare and coordinate music performances by students on appropriate occasions. 8. Assist the Arts Learning Area Coordinator in developing the Music and Instrumental Music program budget and purchase and maintenance of equipment. 9. Organise the recruitment and enrolment of Instrumental Music students across the College. 10. Liaise with instrumental music teachers, to ensure that music timetables are drawn up and that “Out of Class Instrumental Music Forms” are completed and circulated to Year Level Coordinators, Campus Coordinators and displayed around each campus of the College. 11. Attend Performing Arts Working Party meetings.
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Position	COLLEGE INTRANET MANAGER
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Eligibility	All Staff
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Placement	No Specific Campus
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Tenure	
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Responsibility	<ol style="list-style-type: none"> 1. Maintain and upgrade the College web site in a format consistent with Bayside College guidelines. 2. Establish and maintain a College Intranet and provide an interface to the Internet. 3. Liaise with KLA Coordinators re information to be put on the Intranet (eg a home page for each KLA; storage of online classroom resources; publication of student work). 4. Liaise with Communication and Publicity Coordinator to ensure details of school events are listed on the Intranet. 5. Investigate the use of a Bulletin Board or HTML equivalent for communication of information. 6. Develop the Intranet as a resource for Administration and staff (eg announcements, school events, policy, Charter). 7. Be part of the e-Learning Working Party and the Communications & Publicity team in the College. 8. Develop the potential of the Intranet at Bayside. 9. Ensure that all campuses are represented and liaise continually with College and Campus Principals.
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Position	VASS & VET COORDINATOR
Eligibility	All Staff
Placement	Campus-based Position
Responsibility	<p>VASS DUTIES:</p> <ol style="list-style-type: none"> 1. Have overall responsibility for the VASS computer system. 2. Be responsible for correspondence and communication between Bayside College and the VCAA. 3. Coordinate the work of the campus office staff to enter and maintain student VCE, VET and VCAL enrolments, unit selections, assessments and results in accordance with the requirements of VCAA and develop and publish a time line for this process. 4. Be aware of VCAA administrative requirements and regulations, and communicate these to the appropriate Student Leaders, Year Level Coordinators, Learning Area Coordinators and staff. 5. Maintain a file of VCAA correspondence and policy decisions in liaison with the Campus Assistant Principal. 6. Educate staff in the use of VASS functions, procedures and deadlines. 7. Coordinate the printing of VCE student results in line with the requirements of VCAA. <p>Vocational Education and Training (VET) DUTIES:</p> <ol style="list-style-type: none"> 1. Take a leadership role in ensuring that VET is part of the mainstream curriculum at Bayside and that Bayside is at the forefront of current developments in VETiS provision. 2. Ensure that students and teachers are aware of the requirements of VET subjects with regard to course content, training packages, log books, work placement and assessment. 3. As a member of the Pathways Team, provide support for a number of senior campus processes including: early identification and intervention for students prior to exit; major responsibility for course counselling of students from years 9, 10, 11 and 12. 4. Manage SBNAs (School Based New Apprenticeships) and Traineeships 5. Develop a team of VET teachers and ensure that they receive appropriate training. 6. Keep relevant student records. Predict trends and local demand for future VET programs. Prepare required reports. 7. Liaise with the Senior Campus Principal and Assistant Principal, Year Level Coordinators and College Curriculum Coordinator and report to the Senior Years Working Party. 8. Manage the VET Budget and carry out necessary VET planning. 9. Be an integral part of the local VET cluster and relevant VET networks, including the LLEN.

Position	SPORTS COORDINATOR
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Eligibility	All Staff
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Placement	Campus-based Position
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Tenure	
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Responsibility	<ol style="list-style-type: none"> 1. Be part of a team within the College’s Major Events Committee with the other campus Sport Coordinators to implement Sport Education policy and programs. 2. Work as a team with other campus Sport Coordinators to organise College Swimming and Athletics Carnivals. 3. Coordinate inter school sport on the campus and encourage staff and student participation. 4. Assist in the management of the Sport Education budget. 5. Be responsible for ordering and maintenance of campus sporting equipment and supervise sporting facilities. 6. Recognise student achievement in sport on campus and advise the Campus Principal of achievement for reasons of publicity. 7. At the senior campus, oversee the TSP (Talented sports Program) in Rugby League; liaise with the VRL to support students in the program; monitor student progress; oversee assessment and reporting processes; communicate with parents; ensure students are safe and appropriately supervised out of school. 8. Be responsible for promoting and publishing information on each of the Sports Houses on each campus and provide a place for the information to be displayed.
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Position	COMMUNICATION AND PUBLICITY COORDINATOR
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Eligibility	All Staff
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Placement	No Specific Campus
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Tenure	
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Responsibility	<ol style="list-style-type: none"> 1. Improve the community perception of Bayside College by promoting a positive image and identity. 2. Assist the Principal with responsibility for Communication and Publicity and be a member of the Communications & Publicity Working Party and the Events Committee. 3. Produce a Bayside Magazine or Yearbook. 4. Coordinate a representative staff/student committee of all campuses to meet regularly and which will canvas material for the magazine and be in charge of skill areas, eg; writing, photos, layout. 5. Negotiate with printers to produce the Magazine. 6. Liaise with SRC, KLA Coordinators, Principals, etc. to gain material for the magazine. 7. Obtain advertising to help with costs for the Magazine. 8. Prepare and manage a program budget for the College Magazine. 9. Have responsibility for contacting the local press, education news and other media, as appropriate, with press releases on significant College events and to encourage media attendance at these events. 10. Work with the Transition Coordinator on each campus to develop a marketing program to recruit students and advertise Transition and Information Nights. 11. Develop a team of students to assist you in media and publicity. 12. Promote community involvement in the campus by parents and the wider community.
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Position	CAMPUS INFORMATION COMMUNICATION TECHNOLOGIES NETWORK ASSISTANT
Eligibility	All Staff
Placement	Campus-based Position
Tenure	
Responsibility	<p>It is expected that this person will assist staff to become more competent information and communication technologies users.</p> <ol style="list-style-type: none"> 1. Provide support to teaching staff in the development and implementation of information and communication technologies based teaching and learning strategies. This may include providing Professional Development for staff. 2. Provide support for individual teachers in the use of information and communication technologies. 3. Coordinate lunchtime computer access for students in liaison with appropriate staff. 4. Notify college IT support staff of damage to and repair needs of computer systems and equipment if necessary.

Position	STUDENT WELFARE COORDINATOR
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Eligibility	All Staff
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Placement	Campus-based Position
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Tenure	
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Responsibility	<ol style="list-style-type: none"> 1. Support students with specific problems through consultation and liaison with the relevant people. This may involve parent/guardians; teachers; year level coordinators; school administration; welfare and counselling agencies; Health & Community Services; Regional Student Support personnel 2. Be part of the Student Services Committee with other campus Student Welfare Coordinators and the College Student Services Coordinator. 3. Attend in-services and regional meetings appropriate to the position and be knowledgeable about the range of student support and welfare services and agencies in the local and wider community. 4. Oversee administrative duties related to Education Maintenance Allowance; Commonwealth Youth Allowance; State School's Relief Committee. 5. Maintain an up-to-date information file for staff and student reference. 6. Maintain and manage the Student Response Proforma on students agreed to be the Campus Student Support Teams 7. Maintain confidentiality of student information and files as appropriate. 8. Support, implement or develop appropriate campus student support programs, such as peer mediation, supportive friends, etc. 9. Be conversant with the policies related to this position such as the Drug Education Strategy, Student Welfare and Discipline, Code of Conduct, Mandatory Reporting and Emergency Management.
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Position	CAREERS/PATHWAYS COORDINATOR – YEAR 10
Eligibility	All Staff
Placement	Senior Campus-based Position
Tenure	
Responsibility	<ol style="list-style-type: none"> 1. Facilitate the development, implementation and evaluation of a Work Experience Program for all Year 10 students. 2. Assist students in planning regarding careers and courses and the development of interview skills, professional portfolios, CVs, etc. 3. Maintain the Pathways Office on the campus and provide students access to current information on occupations and courses. 4. Coordinate the <i>Life Matters</i> program, including the updating and printing of the <i>Life Matters Resource Book</i>, and oversee the team of <i>Life Matters</i> teachers. 5. Liaise with community, industry and business organizations to develop the Year 10 <i>Work to Win</i> program. 6. Maintain regular contact with the local community, with special emphasis on local employers, the LLEN and social services agencies. 7. Be fully conversant with the specific entry requirements of tertiary institutions and attend tertiary information update sessions. 8. Form a team with the other Careers/Pathways Coordinators and the VET and VCAL Coordinators to oversee Year 9 into 10 course counselling and subject selection & the training of counsellors. 9. Coordinate the production, printing and distribution of the Year 10 Course Handbook. 10. Liaise with the Campus Assistant Principal to organise Parents Information evenings. 11. Work with the Year Level Coordinator and Student Welfare Coordinator to ensure there is early intervention with students “at risk” of leaving school early and monitor the exit process. 12. Counsel school leavers on the range of support structures available to assist them in the school/work transition. 13. Keep up to date records as required eg. school leavers’ destinations for Annual Report and MIPs data. 14. Be a member of the Senior Years Working Party and Campus Management Committee. 15. Report regularly to the Senior Campus Assistant Principal and Campus Principal.

Position	CAREERS/PATHWAYS COORDINATOR – YEAR 11
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Eligibility	All Staff
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Placement	Senior Campus-based Position
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Tenure	
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Responsibility	<ol style="list-style-type: none"> 1. Assist students in planning regarding careers and courses and the development of interview skills, professional portfolios, CVs, etc. 2. Maintain the Pathways Office on the campus and provide students access to current information on occupations and courses. 3. Maintain regular contact with the local community, with special emphasis on local employers, the LLEN and social services agencies. 4. Be fully conversant with the specific entry requirements of tertiary institutions and attend tertiary information update sessions. 5. Form a team with the other Careers/Pathways Coordinators and the VET and VCAL Coordinators to oversee Year 10 into 11 course counselling and subject selection & the training of counsellors. 6. Assist in the production, printing and distribution of the VCE/VET/VCAL Course Handbook. 7. Liaise with the Campus Assistant Principal to organise Parents Information evenings. 8. Work with the Year Level Coordinators and Student Welfare Coordinator to ensure there is early intervention with students “at risk” of leaving school early and monitor the exit process. 9. Counsel school leavers on the range of support structures available to assist them in the school/work transition. 10. Keep up to date records as required eg. school leavers’ destinations for Annual Report and MIPs data. 11. Be a member of the Senior Years Working Party and Campus Management Committee. 12. Report regularly to the Senior Campus Assistant Principal and the Campus Principal.
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Position	CAREERS/PATHWAYS COORDINATOR – YEAR 12
Eligibility	All Staff
Placement	Senior Campus-based Position
Tenure	

Responsibility	<ol style="list-style-type: none"> 1. Assist students in planning regarding careers and courses and the development of interview skills, professional portfolios, CVs, etc. 2. Maintain the Pathways Office on the campus and provide students access to current information on occupations and courses. 3. Maintain regular contact with the local community, with special emphasis on local employers, the LLEN and social services agencies. 4. Be fully conversant with the specific entry requirements of tertiary institutions and attend tertiary information update sessions. 5. Be responsible for the VTAC system in relation to senior students; assist students in preparing VTAC applications and other tertiary application requirements and opportunities, such as scholarships. 6. Promote tertiary Open Days and Information Sessions and organise guest speakers. 7. Form a team with the other Careers/Pathways Coordinators and the VET and VCAL Coordinators to assist them in course counselling, subject selection & the training of counsellors. 8. Coordinate the production, printing and distribution of the VCE, VET/VCAL Course Handbook. 9. Liaise with the Campus Assistant Principal to organise Parents Information evenings. 10. Work with the Year Level Coordinators and Student Welfare Coordinator to ensure there is early intervention with students “at risk” of leaving school early and monitor the exit process. 11. Counsel school leavers on the range of support structures available to assist them in the school/work transition. 12. Keep up to date records as required eg; school leavers’ destinations for Annual Report and MIPs data. 13. Be a member of the Senior Years Working Party and Campus Management Committee. 14. Report regularly to the Senior Campus Assistant Principal and Campus Principal.
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Position	STUDENT LEADERSHIP PROGRAMS COORDINATOR
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Eligibility	All Staff
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Placement	Senior Campus-based Position
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Tenure	
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Responsibility	<p>Develop a P-12 Framework for Student Leadership at Bayside College.</p> <ol style="list-style-type: none"> 1. Evaluate current student leadership programs and student participation in decision making in the College 2. Investigate enhancing a broader range of participation and leadership opportunities for student involvement 3. Develop a Charter for setting up an effective SRC. 4. Plan participation and leadership programs for students which provide meaningful opportunities to develop skills required to undertake leadership role 5. Develop leadership profiles, responsibilities and selection processes. 6. Initiate effective communication opportunities to raise the profile of student leaders 7. Identify and encourage the development of student participation and leadership skills through classroom practices 8. Investigate the involvement of community resources in supporting student leadership. 9. Member of the Student Services Committee 10. Work closely with the Student Welfare Coordinators on mapping out a broad student program around leadership 11. Investigate leadership programs that would connect secondary and primary students within the college and senior secondary students from the senior campus with the two junior campuses. 12. Investigate student programs to connect with the community including other primary schools, kindergartens and areas of the community.
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Position	VICTORIAN CERTIFICATE OF APPLIED LEARNING (VCAL) COORDINATOR
Eligibility	All Staff
Placement	Senior Campus-based Position
Tenure	
Responsibility	<ol style="list-style-type: none"> 1. Liaise with key members of the school community re the VCAL Program e.g. Year Level Coordinators, Student Welfare Coordinators, VET Coordinator, VASS Coordinator, Professional Development Coordinators. 2. As a member of the Pathways Team, provide support for a number of senior campus processes including: early identification and intervention for students prior to exit and assistance in course counselling of students in years 9, 10, 11 and 12. 3. Liaise with relevant community agencies e.g. WLMW, VU and LLEN to offer work placement, alternative VET programs and TAFE “tasters” to students in the VCAL program. 4. Ensure that parents and students are informed about the VCAL Program, program requirements and student activities and that the program is well promoted in the community. 5. Manage the student selection process into the VCAL Program in conjunction with VCE Course Selection timelines. 6. Deliver the Work Related Skills or another subject element of the program. 7. Coordinate a team of teachers, both inside and outside Bayside, to deliver the VCAL Program and develop appropriate curriculum and teaching and learning strategies. 8. Provide individual support to students in the VCAL program and monitor their progress both at school and at other venues where the program is delivered. 9. Provide regular reports of the progress of the VCAL Program to the Senior Years WP. 10. Develop and maintain a VCAL reporting format and timelines in conjunction with the VCE and VASS. 11. Manage VCAL budget. 12. Explore the feasibility of expanding the VCAL program. 13. Keep and maintain VCAL accountability data for the Annual Report and DE&T.

Position	INTEGRATION COORDINATOR
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Eligibility	All Staff
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Placement	Campus-based Position
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Tenure	
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Responsibility	<ol style="list-style-type: none"> 1. Coordinate the implementation of the College Integration Policy and Special Provision program. 2. Be part of the Student Services Committee and represent the Campus on the Student Welfare Working Party along with other relevant members. 3. Liaise with the Student Welfare Coordinator, Student Leader, Year Level Coordinator, Literacy and Numeracy Coordinators and the Campus Principal on issues concerning students in the D&I Program. 4. Ensure the effective implementation and administration of the Disabilities & Impairments Program on the Campus. 5. Liaise with parents/guardians, community organisations and outside agencies re issues concerning students in the D&I Program. 6. Work with classroom teachers and identified students and coordinate the work of D&I program aides and teachers volunteering to support identified students. 7. Be part of the Campus –based Student Support Team
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Position	ACADEMIC ACHIEVERS COORDINATOR
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Eligibility	All Staff
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Placement	No Specific Campus
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Tenure	
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Responsibility	<ol style="list-style-type: none"> 1. Promote the Academic Achievers program in the community and with feeder primary schools. 2. Liaise with the Transition Coordinator and the Year 7 Coordinator re the selection and enrolment of students. 3. Conduct the testing and selection of students for the Academic Achievers program. 4. Promote the Academic Achievers program to staff. 5. Lead the team of teachers in the Academic Achievers program to develop appropriate curriculum and teaching and learning strategies for the Academic Achievers program. 6. Seek further opportunities for student enrichment, challenge and enjoyment e.g. <i>Tournament of Minds</i>. 7. Pursue ongoing professional development related to teaching high achieving students for the teachers in the Academic Achievers program. 8. Lead the Academic Achievers WP and manage the administrative details of the Academic Achievers program. 9. Regularly report to the Curriculum Committee re the progress of the Academic Achievers program. 10. Liaise with the Student Services Coordinator to monitor student well-being. 11. At the end of each year, conduct an evaluation of the Academic Achievers program. 12. Oversee and evaluate the continuation of students in the Academic Achievers Program at the senior campus to Year 12.
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Position	COLLEGE OVERSEAS STUDENTS COORDINATOR
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Eligibility	All Staff
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Placement	No Specific Campus
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Tenure	
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Responsibility	<ol style="list-style-type: none"> 1. Be responsible for the initial enrolment and course selection of the overseas student in conjunction with the Liaise with the International Students Unit. 2. Liaise regularly with the International Students Unit and Language Centre re enrolment, funding, transition and all other administrative details. 3. Advertise for interested host families for overseas students and develop a host families data base. 4. Liaise with the host family of the overseas student and ensure correct administrative procedures are carried out according to the International Students Unit Handbook. 5. Liaise with the host family of the overseas student and ensure correct administrative procedures are carried out according to the International Students Unit Handbook. 6. Liaise with the family of the overseas students as necessary and ensure that school reports are sent to them. 7. Be a mentor/advocate for the overseas students at Bayside College and ensure their social, welfare and learning needs are being met. 8. Liaise with the teachers, especially the ESL teachers and the Student Leaders of the overseas students and monitor their progress. 9. Liaise with the International Students Unit and Language Centre to facilitate campus placement re enrolment, funding, transition and all other administrative details. 10. Market Bayside College as an excellent school for overseas students and take advantage of the International Students Unit marketing opportunities.
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Position	STUDENT REPRESENTATIVE COUNCIL (SRC) COORDINATOR
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Eligibility	All Staff
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Placement	Campus-based Position
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Tenure	
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Responsibility	<ol style="list-style-type: none"> 1. Develop and coordinate a campus SRC 2. Liaise with appropriate staff to ensure an effectively operating campus SRC and ensure that campus management and staff are consulted re SRC activities. 3. Promote a positive profile for the SRC within the student body, the staff and the community. 4. Work with the Campus Principal, Year Level Coordinators and other staff, to develop and extend leadership opportunities and skills for students. 5. Ensure that SRC members learn about, and follow, correct meeting procedure and that a member of each campus executive attends College Council meetings and reports on the activities and issues of each SRC. 6. Facilitate, support and acknowledge students through the work of the SRC. 7. Liaise with the Campus Principal re the SRC budget and support fundraising for worthy causes.
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Position	ASSISTANT LEARNING AREA COORDINATOR
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Eligibility	All Staff
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Placement	Campus-based Position
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Tenure	
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Responsibility	<ol style="list-style-type: none"> 1. Support staff within the Learning Area in the performance of their duties in respect to curriculum and aspects of classroom teaching and student management. 2. Distribute information to Learning Area members on the campus and maintain a file of relevant documents for access by all staff. 3. Provide advice to the College Learning Area Coordinator in relation to the organisation of teaching allotments on the campus. 4. Provide advice to the College Learning Area Coordinator related to the preparation of the Program Budget, as appropriate 5. Assist the College Learning Area Coordinator with inventories, requisitioning, and the organisation and maintenance of facilities and equipment. 6. Assist teachers having difficulties with the Learning Area, in liaison with PD Coordinator and others as appropriate 7. Coordinate the duties of relevant support staff on the campus as appropriate
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Position	OCCUPATIONAL HEALTH & SAFETY OFFICER
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Eligibility	AEU Staff Representative
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Placement	Campus-based Position
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Tenure	
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Responsibility	<ol style="list-style-type: none"> 1. Participate in the resolution of health and safety issues as per the Occupational Health and Safety Act 1985 2. Inspect the workplace after giving reasonable notice to the employer or immediately in the event of an accident or hazardous situation (Section 31(1)(a)). 3. Accompany an inspector during an inspection of the workplace (Section 31(1)(b)). 4. Require the establishment of a health and safety committee (Section 31(1)(College)). 5. Be present at an interview between an employee and either an inspector or the employer provided the employee consents (Section 31(1)(d); Section 31(2)(b); Section 31(5)). 6. Have access to information held by the employer relating to actual or potential hazards and the health and safety of employees (Section 31(2)(a)). 7. Be consulted on all proposed changes to the workplace, plant or substances that may affect health, safety and welfare at the workplace (Section 31(2)(College)). 8. Take such time off work with pay to perform functions or attend training courses approved by the Victorian Occupational Health and Safety Commission (Section 31(2)(d)). 9. Be provided with facilities and assistance by the employer in order to exercise their rights, and perform necessary functions (Section 31(2)(e)). 10. Seek the assistance of any person in performing necessary functions (Section 32(1)) 11. Be notified by an inspector upon entry to a workplace (Section 40(a)). 12. Receive information from an Inspector about his/her observations and any action proposed by the Inspector (Section 40(2)).
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Position	COMMUNITY AND INDUSTRY LINKS COORDINATOR
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Eligibility	All Staff
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Placement	Senior Campus-based Position
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Tenure	
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Responsibility	<ol style="list-style-type: none"> 1. Facilitate the development of community and industry links to all year levels across the college. 2. Determine for whom (i.e. the most appropriate year level, student cohort or program) the community or industry link or program will be most suited and how it will be implemented. 3. Liaise with and maintain regular contact with community groups such as the three local Rotary clubs, the Beacon Foundation, WLCP, WRICA and the LLEN and attend meetings and briefings when required. 4. Establish a budget area and manage the budget so that programs are self sustaining. Seek community/industry sponsorship for specific programs in the school. 5. Receive employer/industry enquiries and refer on to appropriate personnel for follow up. 6. Manage the wider school 'Work to Win' (<i>No Dole</i>) program and assist the year 10 Work Education coordinator with the Student 'Work to Win' Charter signing. 7. Work closely with the Pathways team to enhance community/industry involvement (eg. with career and course counselling.) 8. Coordinate industry visits, choices workshops, mock interview program, 'Adopt a Class' and other related programs. 9. Initiate and manage appropriate publicity. 10. Be part of the College Pathways team and a member of the VCE/Senior Years and MIPs Working Parties.
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Position	YEAR 9 LIVING AND LEARNING COORDINATOR
Eligibility	All Staff
Placement	Junior Campus-based Position
Tenure	
Responsibility	<ol style="list-style-type: none"> 1. Coordinate the Project teachers at both the Williamstown and Altona North campuses. 2. Oversee the conduct of Year 9 Projects. 3. Liaise with the Year 9 Student Leaders and KLA Leaders to support the Project and shared curriculum model. 4. Develop formal links between the school and community organisations, agencies and professionals. 5. Liaise with, and report to, the College Curriculum Coordinator, the Middle Years Working Party and Curriculum Committee. 6. Manage the Project budget to ensure the support of all Projects.

Position	MENTORING PARTNERSHIPS PROGRAM COORDINATOR – YEARS 6 & 7
Eligibility	All Staff on the Altona North Campus
Placement	Altona North Campus-based Position
Tenure	
Description	<p>The Western Mentoring Partnerships Program involves the pre-service teacher mentoring students who are deemed to be “at risk’ in Year 7. This is a crucial stage of a child’s development and transition into secondary education. The pre-service teachers will work closely with Year 7 students and a group of classroom teachers. The pre-service teachers will be overseen by a coordinator who will also negotiate with each pre-service teacher re their individual mentoring program that will continue over the full school year. The pre-service teachers will come from VU (Victoria University) one day a week for each term and will also be required to complete a bloc teaching round at the Altona North campus.</p>
Responsibility	<ol style="list-style-type: none"> 1. Promote, oversee and monitor the Mentoring Partnerships Program at the school level. 2. Arrange the selection of students and provide a short profile on the selected group. 3. Develop a rapport with mentors and allocate students appropriately to mentors. 4. Negotiate with each pre-service teacher re their individual mentoring program that will continue over the full school year. 5. Meet regularly with the mentors to monitor their progress and attendance and provide guidance and direction at the school level. 6. Liaise with the Mentoring Partnerships Program coordinator at VU, members of the Reference Group, the SWC, classroom teachers involved in the program, SSOs and parents. 7. Enlist support of the College Council, Principal and other staff where appropriate. 8. Be involved in the evaluation of the program.

Position	COLLEGE SPORTS COORDINATOR
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Eligibility	All staff
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Placement	No specific campus
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Tenure	
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Responsibility	<ol style="list-style-type: none"> 1. Be part of a team within the College’s Major Events Committee with the campus Sports Coordinators to lead that team in the implementation of the Sport Education policy and its programs. 2. Cultivate a ‘whole college’ sporting ethos for students and encourage staff to participate in the sporting programs. 3. Provide support to the Sports Coordinators on each campus to execute their responsibilities, including conducting regular meetings. 4. Take responsibility for organising the College’s House swimming and athletics competitions and work closely with the campus-based sports coordinators through the Major Events Committee in the preparations of these events. 5. Take responsibility for the selection of the College Swimming and Athletics teams for Metro Championships and then zone and state championships if required. 6. Take responsibility for organising the College cross-country preparations and oversee team selection for the district and zone cross-country events. 7. Liaise with the Principal responsible for Major Events in the preparation and implementation of the College Sporting House Carnivals. 8. Oversee the sports budget particularly in the sharing of resources across the college. 9. Participate in assemblies and in the presentation of awards as required. 10. Provide regular reports, including contributions to the school newsletter, to advance sport in the wider school program. 11. Represent the College on all district and other committees, including VSSSA, and report back to the campus sports coordinators and other appropriate people to disseminate any information as required.
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GENERAL

Position	HOMEROOM TEACHER
Eligibility	Classroom Teacher
Placement	Junior Campus-based Position
Tenure	
Responsibility	<p>The homeroom teacher will typically perform these duties:</p> <ul style="list-style-type: none">• Provide the first point of call for student issues• Assist and guide students through problems• Liaise with, and support, Student Leaders, Assistant YLC, SWC's and the Integration teacher• Assist with student welfare and discipline• Coordinate group participation in school events• Be involved in parent communication• Check student diaries and monitor usage, homework, exits from class, etc• Assist in the coordination of reporting student progress