### Transition Coordinator

<table>
<thead>
<tr>
<th>Title</th>
<th>Transition Coordinator</th>
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<tbody>
<tr>
<td>Classification</td>
<td>POL 2</td>
</tr>
<tr>
<td>Time Allowance</td>
<td>8 periods per 10 day cycle</td>
</tr>
<tr>
<td>Value Range</td>
<td>As per the MEA</td>
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<tr>
<td>Employment Stats</td>
<td>Ongoing</td>
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<tr>
<td>Length of Appointment</td>
<td>2 Years</td>
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The Transition Coordinator is appointed by the Principal and is accountable to the Principal through the Deputy Principal.

The Transition Coordinator is will support the vision and goals of the College as a learning community and continue to engage in ongoing professional development and learning.

The Transition Coordinator will work closely with the Head of Junior School, Individual Needs Coordinator, College Registrars, Assistant Principal of Operations and the Deputy Principal in facilitating the efficient transition of Grade 6 primary students to Year 7 at Marcellin College and is responsible for implementing the College philosophy, modelling and supporting the goals of the College Mission – Education, Spirituality, Community and Justice.

**Responsibilities:**

- To be a member of the Transition team, Junior School Pathways Team and Pastoral Care Team
- To facilitate a transition program, in conjunction with the members of the Transition team
- To provide transition information for staff about new Year 7 students into the College
- To organise staff and logistics for the program of primary school visitation and communicate this with the Assistant Principal – Operations
- To coordinate the annual Orientation Day and program in consultation with the Head of Junior School
- To coordinate the annual Transition and Pre-Transition Day in consultation with the Head of Junior School
- To coordinate the annual Government School Afternoon Tea in consultation with the Head of Junior School and Assistant Principal – Mission
- To coordinate Year 7 Parent Information Evenings in collaboration with the Head of Junior School
- To develop opportunities to foster relationships with Feeder Parish Primary Schools in an effort to enhance public knowledge of who we are
- To develop, in consultation with the Director of Learning, an online transition package for students that details important information for student transition to Year 7 at Marcellin as well as ICT induction programs
- To work closely with the House Coordinators, Student Counsellors & Individual Needs Department regarding Grade 6 students with any special needs
- To develop the relationship between feeder primary parishes and Marcellin College
- To host mini visitations with Pastoral Leaders, House Coordinators and important College staff for students with special needs in conjunction with the Individual Needs Department
- To provide invitations to Feeder Parish Schools to attend College musicals, productions, sport, art shows, musical performances, etc with the support of the College Registrar
- To maintain clear communication with students, parents and teachers on matters affecting newly enrolled Year 7 students
- To work in partnership with the Head of Junior School, House Coordinators, Individual Needs Department, Student Counsellors and Pastoral Leaders to develop and implement a comprehensive Student Wellbeing Program for Year 7 students
- To provide for other regular communications including staff briefings, student notices, contributing to The Eagle and Yearbook
- To coordinate the Year 7 Assemblies focussing on the inclusion of guest speakers and information pertaining to transition, in collaboration with the Head of Junior School
To support the transition of students new to the College at Year 8 – 12 in collaboration with the College Registrar, Head of School and relevant House Coordinator

To actively support and promote the College’s co-curricular program

**Child Safety**

- Provide students with a child safe environment
- Be familiar with and comply with the College’s child safe policy and code of conduct, and any other policies or procedures relating to child safety
- Proactively monitor and support student wellbeing
- Exercise pastoral care in a manner which reflects school values
- Implement strategies which promote a healthy and positive learning environment
- Demonstrate duty of care to students in relation to the physical and mental well being

**College Projects**

**Student Orientation Program**

- In cooperation with the Deputy Principal, Heads of School, House Coordinators and Pastoral Leaders implement and oversee the start of year Student Orientation program:
  - Oversee all Year 7 start-up arrangements with Head of Junior School
  - Implement orientation program documentation
  - Coordinate Year 7 welcome assembly

**Open Day**

- In cooperation with the Deputy Principal, Assistant Principal (Operations), Head of Junior School and the College Registrar, assist with the promotion and preparation of the College’s annual Open Day
- Arrange for advertising and marketing, coordinating the development and distribution of promotional materials, in cooperation with the Deputy Principal

**Diagnostic Testing**

- In cooperation with the Assistant Principal (Learning), Head of Junior School, Head of Learning (7-9) and Individual Needs Department assist with arrangements:
  - Grade 6 Testing
  - Any specialist testing arrangements
  - Communication with families
  - Distribution of data to relevant staff

**Orientation/Transition programs**

- In cooperation with the Head of Junior School, Head of Learning (7-9) Assistant Principal (Operations) & the Outdoor Education Coordinator implement the following student orientation and transition arrangements:
  - Yr 7 Pre Transition Day
  - Yr 7 Government School Afternoon
  - Yr 7 Transition Day
  - Yr 7 Orientation Program
  - Yr 7 Orientation Camp
  - Yr 6/7 Parent Information Nights
  - Yr 7 Induction and Commissioning Mass presentations
  - Feeder Parish Primary School visits including coordination of current students and staff resulting in the compilation of written feedback on incoming students that will be available to the Principal, Deputy Principal, Assistant Principal (Learning), House Coordinators, pastoral leaders, Individual Needs, Counsellors and pastoral leaders

Marcellin College is an Equal Opportunity Employer
Compilation of Years 7 core groupings recommendations and the allocation of incoming Year 7 students to Houses based on feedback from parents and teachers.

Feeder Parish School Relationships

- Actively build relationships with Feeder Parish Primary Principals and relevant staff
- Lead the Transition Team in the development of programs, events and opportunities for our Feeder Parish School communities to engage with our College.
- In collaboration with the Deputy Principal and Head of Junior School, develop opportunities to further communicate our brand with the wider community

School Tours

- In cooperation with the College Registrar, conduct fortnightly tours of the College for prospective families

Student Enrolment

- In cooperation with the Deputy Principal, Head of Junior School, Assistant Principal (Operations) and the College Registrar, oversee annual Yr 7 Enrolment processes
  - Interview prospective student applications
  - Make recommendations to the Head of Junior School
- Other duties as requested from time to time by the Principal

The position also includes other duties as outlined from time-to-time by the Deputy Principal, Assistant Principal (Learning), Head of Junior School and the Principal.

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Essential

Applicants should be able to demonstrate:

- A commitment to the Marist Charism and Catholic education.
- A commitment to Child Safety.
- Excellent leadership, management and administrative skills.
- An ability to work within a collaborative decision making structure.
- A sound grasp of the needs of male students in single sex educational arrangements.
- Proven success as a teacher.
- A commitment to ongoing personal professional development.
- Appropriate qualifications and educational experience

Desirable

- Demonstrated understanding of middle years pedagogy
- Experience teaching in a primary education environment
- Demonstrated ability to foster relationships with Feeder Parish Primary Schools

The position is employed in accordance with the terms and conditions of the Victorian Catholic Schools and Catholic Education Offices Multi-Employers Agreement which includes being available to the Deputy Principal and Head of Junior School during specified periods leading up to the commencement of school and after school finishes.
The position will from time-to-time require attendance outside normal hours. The successful applicant will be required to undergo a Criminal Record Check.

The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. The position requires the completion of an Annual Review Meeting.

All employees at Marcellin College are to follow college policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.