The John Berne School
Hope Always

Stage 5 Coordinator RE/Pastoral Care

Position Description

Day to day expectations and responsibilities

On a daily basis the Stage 5 Coordinator shares an office with the Stage 4 Coordinator and this space is also used by the students for time out. Students can opt for time out during the day, and whilst there, they are pastorally cared for.

Berne uses Restorative Justice practices and these are to be mediated by the Stage Coordinator on a needs basis (usually daily). Matters arising in the school day are to be addressed and reported through our compass system daily.

Constant liaising with parents, counsellors and other care workers for students.
Organising camps, work experience placements and other excursions and activities.
Attending enrolment interviews.

Role Expectations

1. Religious Leadership

1.1 Foster the Catholic identity, life, and culture of the school in alignment with the Church's evangelising mission.
1.2 Lead and prepare staff in organising liturgical events, community celebrations, and social justice initiatives.
1.3 Support the development, implementation, and monitoring of the school's pastoral care policy.
1.4 Engage with parent and student community in a positive and supportive manner

2. Learning Leadership:

2.1 Promote and lead the development of a learning culture, values, and a positive school environment.
2.2 Enhance understanding of the learner and learning process, influencing various stages of schooling.
2.3 Take a lead role in developing effective pedagogy, strategies, and interventions for student achievement.
2.4 Drive the ongoing development of contemporary pedagogy based on research and critical reflection.
2.5 Collaborate with a group of teachers to plan and supervise programs, teaching practice, and student outcomes.
2.6 Model and provide leadership in effective teaching practice and classroom management strategies.

3. Human Resources Leadership:

3.1 Promote and support the spirit, values, and principles of the school.
3.2 Facilitate effective employment relations and support the Principal in related processes and negotiations.
3.3 Initiate strategies to support teacher professionalism, team building, and enhance staff morale.

4. Exercises Strategic Leadership

4.1 Giving leadership to the development of a culture and practice of continual improvement and the implementation and evaluation of the school's improvement processes;
4.2 Supporting the Principal in ensuring compliance with legislative and policy requirements NESA and government legislation;
4.3 Taking a key leadership role in the development, implementation and evaluation of the Annual Development Plan and the development of the Annual Report;
4.4 Promoting and supporting consultation, dialogue and partnership with parents at all levels.

5. Organisational Leadership:

5.1 Ensure due process in implementing and complying with government legislation and school policies.
5.2 Establish and maintain effective communication lines for the Principal, Leadership Team, colleagues, and the school community.
5.3 Implement the Berne Pastoral Framework and oversee student management and discipline.

6. Personal Dimensions of Leadership:

6.1 Exhibit personal witness to the Gospel teachings and Catholic values in daily duties.
6.2 Lead in creating a welcoming, hospitable, life-giving, and just environment.
6.3 Prioritise relationship development and facilitate collaborative processes for shared commitment.
6.4 Facilitate dialogue and involve stakeholders in decision-making processes.
6.5 Manage conflict situations effectively and ensure procedural fairness in resolving complex issues.
6.6 Continuously develop theological literacy, scripture knowledge, personal spiritual growth, and religious education.

7. Other Duties:

7.0 Perform other duties as specified by the Principal.