

POSITION OF LEADERSHIP (POL) SENIOR SCHOOL COORDINATOR

Monivae College welcomes the opportunity to meet with suitably qualified professionals. This position is a dynamic role and provides the opportunity for flexible working arrangements to support work/life balance.

As a Missionaries of the Sacred Heart (MSC) school, Monivae College is committed to providing a nurturing and faith-based learning environment where the values of love, compassion, and respect guide all aspects of school life. The successful applicant will embrace and promote these core values, fostering a sense of community, inclusivity, and care in their teaching and interactions with students.

This position will:

- Provide pastoral leadership across Years 10, 11 and 12, working closely with the Director of Students, Director of Learning and Teaching and Director of Wellbeing to support students' academic and social-emotional progress.
- Lead and support a team of Year level and POD teachers, providing guidance and assistance to staff in managing student welfare, behaviour and difficult conversations with students or parents.
- Oversee curriculum administration for senior students, including course selection, subject changes, and assessment and reporting processes, in conjunction with the Director of Learning and Teaching and Faculty Leaders.
- Manage VCE and VCAA compliance requirements for Years 11 and 12, including enrolment processes, examinations and statutory reporting obligations.
- Coordinate key Year level events and programs, including Reflection Days, Retreats, the Presentation Ball, Headstart and end-of-year celebrations, in conjunction with relevant staff.
- Contribute to the pastoral care, spiritual formation and wellbeing of students, embracing the MSC tradition of educating the mind, spirit and heart.
- Maintain accurate records and communication with parents, staff and external authorities, and manage Year level budgets in consultation with the Business Manager.

Applicants will hold an appropriate teaching qualification and current registration with the Victorian Institute of Teaching (VIT), with prior experience in a Coordinator or leadership role within a secondary school highly regarded. You will also demonstrate a commitment to the MSC ethos, strong interpersonal and communication skills, and the capacity to lead, support and guide staff and students within a busy pastoral care environment.

This is a Position of Leadership (POL 4), appointed for a period of four years, with a time release allowance of 20 periods per cycle and the support of an Assistant Senior School Coordinator. Conditions and salary are in accordance with the Catholic Education Multi-Enterprise Agreement 2022.

Enquiries

For more information, please contact Miss Elle Guthrie, Director – Compliance, Risk and Culture, employment@monivae.vic.edu.au.

How to Apply



Monivae
College Hamilton

Applications are to be addressed to the Director – Compliance, Risk and Culture, Miss Elle Guthrie. Please include a Cover Letter, completed Employment Application Form and current Curriculum Vitae. Applications to be emailed to employment@monivae.vic.edu.au.

Applications close Sunday 30 August 2026.

The Monivae College community supports and promotes the safety, wellbeing and inclusion of all children and has a zero tolerance for child abuse.

A proud MSC College: ABN 24 071 878 549

POSITION OF LEADERSHIP (POL)
POSITION DESCRIPTION

POSITION:	Senior School Coordinator
DEPARTMENT:	Teaching
DATE PREPARED:	August 2026
REPORTS TO:	Principal / Deputy Principal

WORKING ENVIRONMENT

Monivae College, is a co-educational day and boarding school offering a dynamic Catholic education in the charism of the Missionaries of the Sacred heart (MSC). We are a heart centred learning community that embodies the core values of love, positive relationships and compassion. We are the largest provider of secondary education in the region, focused on educating the mind, spirit and heart. Known for developing a high-quality teaching and support staff cohort, Monivae is recognised as an employer of choice.

The College has outstanding facilities, invests in innovation and is focused on excellence across a broad range of curricular and co-curricular offerings. Monivae is a progressive Catholic Secondary College, with a dynamic curriculum and a clear vision of its future. An ongoing capital works program has seen significant development in College facilities over the years. These include dynamic learning environments, a 6-lane indoor cricket centre, double stadium, indoor swimming pool, performing arts centre, heated undercover student recreation area, on campus boarding facilities, school wide wireless computer network and beautiful campus and grounds.

Monivae College is in a phase of growth and positive change, demonstrated by our membership of “New Metrics,” a partnership with Melbourne University and other forward-thinking schools across Australia. We are a future focussed school supporting teaching staff in their professional growth and leadership.

Monivae College is committed to Child Protection and to the implementation of its Child Safe policies and practices. Monivae College has zero tolerance for child abuse.

OUR VISION

Monivae College is a Catholic secondary co-educational day and boarding school welcoming to everyone. Inspired by the vision of Jules Chevalier and spirituality of the Missionaries of the Sacred Heart students are at the heart of all we do. We nurture each child’s potential through developing personal and physical growth, resilience, empathy, academic achievement and spirituality.

OUR TOUCHSTONE STATEMENT

Mind, Spirit, Heart

POSITION SUMMARY

The primary role of the Senior School Coordinator is to ensure the smooth day-to-day running of the Year levels for which they have responsibility (Years 10, 11 and 12). The pastoral aspect of the role is always paramount, and this pastoral care extends to both staff and students. The Senior School Coordinator is present as leader, guide and model, and the key elements of the role are availability, responsibility, ideas and action.

A Senior School Coordinator at Monivae College is responsible for contributing to the welfare and education of the students in the care of the school, and for participating in leading, developing and maintaining the ethos and character of the School established by the Missionaries of the Sacred Heart (MSC). The Senior School Coordinator is a facilitator for the transfer of knowledge, skills and understanding of the curriculum and the spirit of Monivae College.

The Senior School Coordinator is a POL 4 position and, as such, shares responsibility for the effective delivery of quality Catholic education to the students of Monivae College. The position carries a time release of 20 periods per cycle and is supported by an Assistant Senior School Coordinator.

It is not the intention of this role description to limit the scope or accountabilities of the position but to highlight the most important aspects. The accountabilities described may be periodically altered in accordance with changing needs of Monivae College and at the direction of the Principal.

POSITION OBJECTIVE & KEY RESPONSIBILITIES

Pastoral Leadership and Student Wellbeing	• Monitor the academic and social-emotional progress of students in their care, in conjunction with the Director of Students, Director of Learning and Teaching, Director of Wellbeing, Faculty Leaders and POD teachers. • Develop, maintain and promote a pastoral approach based on Positive Education principles in managing the students of their Year levels. • Be responsible for the overall behaviour management of students during school time, liaising with parents, teachers and the Director of Students where appropriate. • Share responsibility, with the Director of Students, POD and classroom teachers, for referring students with special needs to the Wellbeing Hub, NCCD and Learning Support personnel. • Be a member of the Student Wellbeing Group. • Liaise with the Head of Boarding concerning boarding student needs and welfare. • Assist students in developing and enhancing appropriate strategies to manage their studies, including homework, study skills and organisational skills.
Team Leadership and Coordination	• Provide leadership support to a team of Year level and POD teachers in exercising their responsibilities to all students in their Year levels. • Be supportive of staff in their dealings with students, and provide assistance and advice to teachers in dealing with difficult students, classes or parents.

	• Preside over Year level or sub-school assemblies, and Year level teachers' meetings, as required. • Develop and maintain a team approach with teachers, parents and students in working through issues related to their Year levels and Monivae life generally. • Model effective teaching pedagogy and classroom management. • Exercise leadership as a senior member of staff.
Teaching, Learning and Curriculum	• Administer the student course selection process with the Director of Learning and Teaching, Faculty Leaders and Careers Coordinator. • Liaise with parents and students over changes to courses and subjects, in conjunction with the Director of Learning and Teaching and Faculty Leaders where appropriate. • Oversee the allocation of students into POD and classes. • Supervise assessment and reporting procedures in consultation with Faculty Leaders and the Director of Learning and Teaching, including conducting general academic interviews when required. • Liaise with the Learning Support Coordinator and the Director of Wellbeing in arranging annual diagnostic testing as required.
Year 10 Specific Responsibilities	• Assist the Director of Wellbeing and the Wellbeing Hub in the organisation and running of targeted Wellbeing events. • Aid and assist with the organisation of Reflection Days including attendance, in conjunction with the Director of Faith and Mission.
Year 11 and 12 Specific Responsibilities	• Oversee and ensure that all necessary enrolment processes, procedures and timelines required by the VCAA and other statutory authorities are followed. • Ensure all VCE exams including the GAT are conducted according to VCAA guidelines. • Work with the Student Leadership Coordinator in conducting the nomination process, including voting, appointment and induction of the College Student Leaders. • Liaise with the Presentation Ball Coordinator to organise the supervision of practice sessions for the Presentation Ball as well as the dissemination of information to students and liaise with the volunteers where required. • Assist with the organisation of the Year 12 Headstart program. • Support the ongoing formation of the College Leaders. • Organise the mid-year dinner, VCE graduation dinner and Year 12 end of year celebration activities. • Aid and assist with the organisation of Retreats including attendance, in conjunction with the Director of Faith and Mission. • Work collaboratively with the VET/VM Coordinator in supporting student pathways.
Administration and Communication	• Manage exits and exemption procedures under Ministerial Order 705. • Conduct PSG meetings where relevant

	• Liaise with Virtual School Victoria to conduct SAC's and administration. • Maintain accurate and compliant VCE / VCE VM Student Handbook, VCE / VCE VM Staff Procedures Manual and VCE / VCE VM Subject Guide. • Maintain accurate, up-to-date files on SIMON, recording student behaviour, participation in activities, meetings held, and contact with parents or other agencies. • Consult with the Business Manager regarding budget allocation and manage the Year level budgets. • Assist in the promotion of Monivae College and its ideals through involvement in activities, Information Nights, district meetings, etc., as required by the Principal.
MSC Integration	• Assist in maintaining and promoting the MSC Vision and the Aims of the College, and attend spiritual formation programs as required by the Monivae Spiritual Formation Policy. • Support and model MSC Spirituality and a heart-centred approach to Catholic education. • Be loyal to the school at all times and promote the school in a positive manner.
Child Safety and Wellbeing	• Ensure that all students have the right to feel safe and be safe. • The wellbeing of children in your care will always be your first priority; you will have zero tolerance to child abuse. • Comply with the College's Child Safety and Wellbeing Policy, procedures and legislative requirements.

KEY SELECTION CRITERIA	
Qualifications and Experience	Essential • An appropriate teaching qualification and current registration with the Victorian Institute of Teaching (VIT). • Appropriate knowledge of, and high regard for, particular subject area(s). • Effective classroom management skills. • A willingness to gain accreditation to teach in a Catholic school. Desirable • Prior experience in a Coordinator or leadership role within a secondary school. • Experience working with VCE/VCAA processes and requirements.
Skills and Attributes	• Demonstrated capacity and commitment to school leadership and Principal support. • Strong interpersonal communication, demonstrating the ability to build rapport, provide guidance, maintain confidentiality and interact at all levels of the College. • Demonstrated capacity to think and act strategically. • Strong organisational and time management skills. • Sound personal organisation, including punctuality, appropriate grooming and an ability to meet work deadlines and targets. • Proven commitment to ongoing professional learning. • Appropriate ICT skills, including use of the College's Learning Management System (SIMON).

	• An ability and willingness to communicate effectively with parents. • A strong work ethic and a willingness to be involved with the co-curriculum.
Commitment to Catholic Education	• Demonstrated understanding of and commitment to the ethos of Monivae College as a Catholic school in the MSC tradition. • An understanding of and value for MSC Spirituality and an ability to impart it to others. • A value for the sacredness of each person and an attentiveness to the aspirations and needs of individuals, especially those who are disadvantaged or isolated, mentally, physically, emotionally or geographically.
Commitment to Child Safety	• A demonstrated understanding of legal and moral obligations relating to child safety and wellbeing. • Willingness to comply with the College's Child Safety and Wellbeing Policy and Code of Conduct and all relevant legislation regarding child protection. • A demonstrated understanding of legal obligations relating to child safety reporting (e.g. mandatory reporting, reportable conduct, duty to report).

EMPLOYMENT CONDITIONS	
Appointment	This position is appointed by Monivae College for a period of 4 years and the incumbent is an employee of Monivae College. The role is subject to the College's Policies and Procedures as provided as part of the Induction Program and ongoing Training Program. This position is POL 4, with a time allowance of 20 periods per cycle release. The position is supported by an Assistant Senior School Coordinator. Conditions and salary are in accordance with the Catholic Education Multi-Enterprise Agreement 2022.
External Liaisons	• Victorian Curriculum and Assessment Authority (VCAA) • Missionaries of the Sacred Heart • DOBCEL • Victorian Catholic Education Authority • Relevant statutory authorities
Conditions	Conditions are in accordance with the Catholic Education Multi-Enterprise Agreement 2022. Classification Level will be negotiated with the successful applicant.
Review and Appraisal	The appointee to this position will be required to undergo a comprehensive Performance Appraisal midway during the period of the appointment, conducted by a facilitator appointed by the Principal.
Professional Development	Undertake professional development in line with the College Professional Learning policy.

No position description can be entirely comprehensive. The incumbent will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the

position description. The position encompasses participation in decision-making processes and other activities relevant to the role which may require occasional involvement outside the currently designated school hours.