



Position Description

TITLE: IMMERSIVE PROGRAMS COORDINATOR
CROSS CAMPUS

Report to: Deputy Principal – Operations, Staffing and Strategic Intent
Deputy Principal – Head of Campus Cobblebank

REMUNERATION & TIME ALLOWANCE			
TEACHER		NON-TEACHER	
Position of Leadership Allowance	POL 1	FTE	Part Time Hours Negotiable
Tenure	Three years with a possible further three years upon successful appraisal	Fixed Term/Ongoing	Ongoing
Time Allowance	8 periods per cycle	Level	Category B, Level 2

The Immersive Programs Coordinator is expected to commit to the vision and values of St Francis Catholic College (the College) and carry out the role in a manner that reflects the vision and values articulated in the College Mission Statement in accordance with the School Implementation Framework (SIF) and the College Annual Action Plan (AAP).

STATEMENT OF DUTIES

Commitment to Catholic Education

- Demonstrate an understanding of the ethos of a Catholic school, in particular, the Franciscan and House Charisms.
- Demonstrate an understanding of Church teachings and the staff members role in the mission of the Church.
- Demonstrate ability to help students understand and appreciate Catholic teachings through personal example.
- Demonstrate a commitment to Franciscan education informed by the Franciscan Schools Australia Framework.

Commitment to Child Safety and Wellbeing	<ul style="list-style-type: none"> • Be familiar with and comply with the College Child Safety Policy and Code of Conduct, and any other policies or procedures relating to child safety. • Assist in the provision of a child safe environment for students. • Actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College. • Demonstrate ability to provide duty of care for students in relation to their physical and mental faith formation. • Maintain currency with legal obligations in relation to child safety - mandatory reporting and reportable conduct.
Duties and Responsibilities	<ul style="list-style-type: none"> • Collaborate across campus to ensure a One school Two Campus consistent approach to the delivery of the Program. • Planning, management and implementation of the College Immersive Programs which include camps, retreats and overseas travel for students. • Delegate responsibility to the program leader and act as a support to help deliver the activities at each camp site. • In consultation with the direct reports develop and implement promotional strategies for the Immersive Programs. • Prepare mailings, make follow up contacts with potential retreat venues, maintain ongoing contact with current venues. Maintain a current list of potential and current Immersive Programs venues. • In consultation with the direct reports develop goals for the development and implementation of a culture of best practice in the Immersive Programs. • Schedule retreat programs with potential groups and conduct camp tours when necessary. • Coordinate details of Immersive Programs with scheduled rental venues, involving completion of contracts, establish group numbers, costs, programming needs, dietary needs, set ups. • Responsible for venue bookings and transport for all Immersive programs. • Delegate and inform House Leaders of specific student requirements to enable House Leaders to contact parents regarding specific student needs. • Develop and collate necessary documentation for staff attending Immersive programs, arrange access during the event to ensure clarity of staff needs and proceedings. • Collaborate with the College First Aid Officer to ensure medical requirements for all students are current. • Responsible for all Immersive Program communications to parents/carers and follow up permission forms in conjunction with House Leaders.

- Work with Directors of Campus Operations and Timetablers and direct reports to organise staffing for Immersive programs.
- Fulfil the function as College contact person for Immersive Program related matters.
- Conduct annual reviews of Immersive programs and provide feedback to Leadership for continual improvement.
- Maintain a working knowledge of quality Immersive Program industry standards as well as ACA standards and ensure that appropriate standards are being upheld in College Immersive Programs.
- Keep up to date with all MACS policies and procedures relating to camps and overnight stays.
- Work with direct reports to ensure all College/MACS policies and procedures are complied with.
- Display a clear understanding of educational research regarding the wellbeing benefits of the Immersive Programs.
- Ensure compliance with College's purchasing policies and procedures.
- Prepare and maintain an annual Immersive Programs budget.
- Assist in general administrative matters related to the Immersive Programs.
- Prepare regular items for the College newsletter to promote the Immersive Programs and student achievement in the programs as well as inform parents/carers of various activities.
- In collaboration with the Communications Officer, promote the Immersive Programs achievements via Facebook, College Newsletter, and contributions to the Yearbook.
- Commit to ongoing professional development in your area of work.
- Be open to researching areas of interest relevant to directions provided in the College strategic plan.
- Continue development of ICT skills as technologies evolve.
- Be an active member of a relevant professional association as duties permit.
- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Attend College meetings and after-hours services/assemblies, sporting events, mass, community and faith days as required by the Principal.
- Demonstrate professional and collegiate relationships with colleagues.
- Other duties as directed by the Principal.

SELECTION CRITERIA	
Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrated capacity to model the ethos of a Catholic school and its mission, in particular, the Franciscan Charism and House members role in the mission of the Church. • Demonstrated capacity to integrate Church teachings into all aspects of the curriculum. • Ability to help students understand and appreciate Catholic teachings through personal example. • Compliance with Accreditation Policy of the Victorian Catholic Education Authority (VCEA). • Demonstrated commitment to Franciscan education formed by the Franciscan Schools Australia Framework.
Commitment to Child Safety and Wellbeing	<ul style="list-style-type: none"> • Demonstrated understanding of child safety. • Experience working with children, demonstrating understanding of appropriate behaviours when engaging with children. • Ability to actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College. • Familiarity with legal obligations relating to child safety, including mandatory reporting and reportable conduct. • Demonstrated capacity to provide a duty of care for students in relation to their physical and mental wellbeing.
Skills and Experience	<ul style="list-style-type: none"> • Demonstrated strong interpersonal skills relating to staff, students, parents/carers, College support groups and members of the community. • Demonstrated highly developed communication, planning, decision-making and negotiation skills. • Demonstrated outstanding oral and written communication skills, including the ability to communicate with students, parents/carers, and the wider College community. • Demonstrated experience in leading best practice in the management of people and resources. • Demonstrated ability to build capacity in others. • Demonstrated experience in the use of ICT. • Demonstrated passion for learning and ability to share this with others. • Ability to utilise data to improve program outcomes. • Demonstrated ability to successfully lead change. • Demonstrated ability to work as part of a team – highly relational. • Demonstrated ability to think strategically and plan for innovation. • Evidence to be self-motivated and confident with an ability to build capacity in others. • Demonstrated ability and willingness to accept policy directives. • Demonstrated highly effective time management skills. <p>Essential: Teacher –</p> <ul style="list-style-type: none"> • Teaching qualification • Current Victorian Institute of Teaching (VIT) registration. • CPR training (training provided)

	<p>Non-teacher –</p> <ul style="list-style-type: none">• Working with Children Check.• National Police Check.• CPR training (training provided).
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