



THE KING DAVID SCHOOL

POSITION DESCRIPTION

Year Level Coordinator

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| POSITION | Year Level Coordinator |
| RESPONSIBLE TO | Head of School |
| EMPLOYMENT TERMS | <ul style="list-style-type: none">• Employment is in accordance with terms and conditions as outlined in the Educational Services (Teachers) Award 2020 and The King David School Agreement 2023 - 2025• Remuneration is in accordance with The King David School Agreement 2023 - 2025 and dependent on skills and experience |
| PREPARED BY | Human Resources Manager |
| ISSUE: 01 | DATE: May 2025 |

All staff members of The King David School are expected to support and promote the School's mission. The King David School exists to provide both excellence and opportunity in education from infancy to year 12. It will foster the development of each individual student in its care paying careful attention and respect to their unique needs, abilities and aspirations. It will fulfill its goals with reference and respect to the contemporary Australian society within which it is so fortunate to exist.

The School has a universal expectation for the protection of the young people in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. The School has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The School has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

The Year Level Co-ordinator (YLC):

- Mentors homeroom teachers to create an effective Year Level team that emphasises pastoral care and high academic standards
- Is responsible for developing a positive and supportive educational environment for students
- Demonstrates commitment to School events, both curricular and co-curricular, including Jewish life and programs



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1. Duties & Responsibilities

Administration

- a. Holds regular meetings with Kesher and subject teachers to develop and monitor appropriate practices e.g. homework, behaviour, achievement, timetables, lockers, uniforms etc
- b. Ensures Year Level students are adhering to the Uniform Policy
- c. Ensure that they adhere, model and apply King David School policies, protocols and procedures at all time
- d. Holds Year Level assemblies as required to foster a sense of pride and achievement
- e. Liaises with the Camp Coordinator regarding the Year Level camp. The YLC is required to attend Year Level camps
- f. Regularly reviews assessment results and feedback offered within a continuous reporting framework to track individual and year-level progress
- g. Maintains accurate and detailed portal documentation regarding student progress and/or behaviour, meetings with teachers, and discussions with parents and/or outside agencies, as appropriate
- h. Monitors out-of-class activities/excursions to ensure that classroom learning is not negatively affected
- i. Assist in the implementation of transition programs
- j. Manages day visits of prospective students and induction of new students
- k. Attend all Year Level projects and events

Academic

- a. Conducts regular year level and other meetings as required to review the progress of individual students
- b. Liaises with school Data Analyst to monitor student and Year Level growth and progress
- c. Counsels individual students about their academic performance and subject selections/subject electives as appropriate
- d. Conducts meetings with students, their subject teachers, Student Services personnel, and parents to review performance when required and to develop appropriate strategies

Communication

- a. Maintains a high profile with students in the year level by maintaining a presence in the locker areas and classrooms
- b. Advises parents of achievements or concerns regarding student behaviour, academic performance, social interaction, or other matters
- c. Oversees a calendar of homework assignments and test dates
- d. Advises staff and Heads of School of family matters (with permission), academic concerns, and personal issues that may impact students' behaviour and performance at school



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- e. Provides Year Level information to staff through the Staff Briefings, Staff Portal
- f. Promotes the activities for the Year Level and regularly advises Community Relations of Year Level activities
- g. Provides Community Relations with year-level content for the Yearbook

Student Wellbeing and Behaviour Management

- a. Assists in creating an environment that promotes the safety and wellbeing of children and protects them from abuse, harm, neglect, and the threat of harm
- b. Promotes a holistic education, including participation in co-curricular activities, including Jewish Life, Sport and Kinor David
- c. Liaises with Kesher and class teachers to ensure that the Restorative Practices Framework is adhered to concerning the welfare and behaviour of students in their classes
- d. Offers support and/or advice to students and parents, including referral to Student Services
- e. Provides classroom teachers with advice and support on establishing and maintaining an appropriately productive classroom environment
- f. Monitors suitable standards of behaviour and keeps Head of School apprised of major discipline matters
- g. Contacts parents to follow up in cases of students who become ill or are injured at school
- h. Contacts parents in cases of protracted or frequent student absences and implements support strategies where appropriate
- i. Attends meetings with parents as required, and/or in conjunction with the appropriate HOS
- j. Organise Student Support Meetings and Students at Risk (STAR) meetings
- k. Coordinates placement of students in homeroom groups
- l. As required, coordinates Year Level handover at the end of each year

Year Level Specific Duties

- Year 6: Assist Head of Middle School with Year Level transition programs, including but not limited to, Launch Week
- Year 7: Assist Head of Middle School with Year Level transition programs, including but not limited to, Launch Week and Orientation Day. Assist with Project Slingshot and Kabbalat Dorot
- Year 8: Assist Head of Middle School with Year 8 Launch Week. Assists with Passion for Thinking
- Year 9: Liaise with Nitzan coordinator. Work with Year 10 YLC on the transition into Senior school. Provide support to the Year 9 cohort in their leadership roles in the Middle School.



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- Year 10: Participate in Yesh on a rotational basis.
- Years 11-12: Liaise with VCE Coordinator

N.B. Years 6, 7 and 8 coordinators will rotate positions on an annual basis

2. General Accountabilities for all Staff

- Demonstrate duty of care to students in relation to their wellbeing
- Be well informed and comply with the School's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- Adhere to the School's professional dress code
- Attend all relevant staff meetings, assemblies, community days and staff professional learning days
- Demonstrate professional and collegial relationships with colleagues
- Commit to and actively support the School's agenda for continuous improvement through participation in school improvement planning as required
- Support the Mission, Vision and Values of the School
- Be familiar with and comply with all School policies and procedures
- All other duties as assigned by the Principal

3. ESSENTIAL SKILLS

The Year Level Coordinator must be able to demonstrate:

- Ability to understand, counsel and communicate with students, parents and teachers in a way that assists in the resolution of problems that arise
- Demonstrated ability to engender shared values of mutual respect, acceptance of diversity and celebration of achievements across the year level
- Strong administrative, coordination and organisational skills
- Superior ability to articulate the key characteristics and major goals of the Year Level

Key Performance Indicators

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| KPI 1 | Students display co-operative, respectful, and supportive behaviours in class and in all other areas of the School. |
| KPI 2 | Evidence of proactive management of unacceptable student behaviour. |
| KPI 3 | High retention rates between Year Levels. |
| KPI 4 | Parents are kept informed in a timely fashion of forthcoming events, tests, excursions, special days, etc. |



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| KPI 5 | Establishes collaborative relationships with teachers within the Year Level, providing strong and positive leadership. |
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Time and Monetary Allowances

| Year Level/s | Time Allowance Per Cycle | Monetary Allowance |
|--------------|--------------------------|--------------------|
| Year 6 | 6 | Level 2 |
| Year 7 | 12 | Level 2 |
| Year 8 | 12 | Level 2 |
| Year 9 | 13 | Level 2 |
| Year 10 | 12 | Level 2 |
| Year 11 | 12 | Level 2 |
| Year 12 | 12 | Level 2 |

Please sign below to confirm that you have read and understood the Position Description above:

Signature

Date