

Role Description Year Level Coordinator

The role of Year Level Coordinator is seen as an integral component to the effective communication and delivery of excellent educational practice in a high performing school.

The Year Level Coordinator will:

- Play a vital role in improving continuity and consistency of teaching practice within their year level for the purpose of improving the educational outcomes of students.
- Be an advocate for the “Aspley Way” as outlined in school policy documents such as the Aspley Explicit Improvement Agenda, Pedagogical Framework and School Assessment Plan
- Facilitate effective communication within their year level
- Contribute to improved communication across year levels and the administration leadership team.
- Oversee and ensure the timely completion of year level responsibilities

The year level coordinator is under the direction of the Head of Curriculum and is accountable to both the HOC and the designated school Deputy as delegated by the Principal. The specific focus of the role will vary dependent upon the needs of the school at the time.

Year Level Coordinator role

The Year Level Coordinator will have responsibility for the following activities:

- Meet with the Team Leader for the purpose of establishing consistency and continuity of curriculum and pedagogy across the school
- Lead year level meetings
- Coordinate the timely completion of required year level tasks.
- Attend SMG meetings
- Attend LCC meetings
- Coordinate year level specific activities

Support

The following support will be provided to teachers who undertake the year level coordinator role:

- Extra 30 minutes non-contact time per week
- One full day release from class duties per term. The agenda for these days could cover a range of activities, including but not exclusive to the ones listed below:
 - Working collaboratively with the school leadership team. This may include Team Leaders, HOC, Master teacher, HOSE, Deputies and Principal depending upon the agenda
 - Professional development activities, and/or
 - Completing year level tasks