

## Position Description

# Student Transition Leader

## Doreen

<b>Purpose of position</b>	The Student Transition Leader is a member of the Secondary Student Wellbeing Team and is entrusted with the responsibility of leading the successful transition of students into the College community at the Doreen Campus
<b>Staff Team</b>	Secondary Student Wellbeing Team
<b>Reporting to</b>	Director of Student Wellbeing Year 7 – 9
<b>Location</b>	Marymede Catholic College: - 60 Williamsons Road, South Morang - 139 Eminence Blvd, Doreen
<b>Classification</b>	POL 3
<b>Salary and benefits</b>	<ul style="list-style-type: none"> <li>Salary as per Catholic Education Multi Enterprise Agreement 2022</li> <li>Significant opportunities for professional learning</li> </ul>
<b>Commencement date</b>	January 2025
<b>Employment conditions</b>	<ul style="list-style-type: none"> <li>Full-time</li> <li>Position of Leadership Level 3</li> <li>6 periods of time release per fortnight ( if possible averaged over the course of the year with more time release in Semester Two than in Semester One due to the nature of the role)</li> <li>Contract tenure of 2 years</li> <li>Ongoing appointment to the College as a teacher</li> </ul> <p>The successful applicant will:</p> <ul style="list-style-type: none"> <li>be employed under the Catholic Education Multi Enterprise Agreement 2022</li> <li>be required to be registered as a teacher with the Victorian Institute of Teaching</li> </ul>

<b>Qualifications and experience</b>	<p>Relevant experience in student wellbeing is an advantage.</p> <p>An appropriate qualification in education is required.</p> <p>Demonstrated successful experience in educational leadership is desirable.</p> <p>Accreditation to Teach Religious Education or Lead in a Catholic School is required (or commitment to achieving this in the first two years of appointment).</p> <p>A current Victorian driver's licence and access to a vehicle.</p> <p>Marymede Catholic College is an equal opportunity employer. We value a diverse and inclusive workplace and welcome applications from all qualified people. When required, we make reasonable adjustments to accommodate our people.</p>
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## Key duties and responsibilities

- Actively support the Catholic identity and mission of the College
- Lead in a manner consistent with the College's Catholic identity; humbly, kindly, ethically, inclusively and inspired by Christ's teaching
- Energetically contribute to the realisation of the strategic intent of the College
- Foster a culture of collaboration and curiosity
- Set and monitor high standards for and of students, staff and all community members and challenge conduct which is unsatisfactory
- Be a contributing member of the Secondary Student Wellbeing Team
- Foster the learning and growth of the whole person through the provision of a hope-filled student-centred learning environment
- Ambitiously support the implementation of the College's student wellbeing strategy
- Lead the College's Student Transition Program across Year 7 to Year 12 at the Doreen Campus
- Conduct student enrolment interviews
- Foster positive relationships between feeder primary schools and Marymede Catholic College
- Liaise with feeder primary schools and teachers to organise school visits and acquire information about new enrolments
- Liaise with Year 6 Marymede Catholic College teachers to acquire student information
- Maintain accurate transition records and provide transition information for staff about new students into the College
- Work closely with the House Leaders, Pastoral Teachers and other staff to support students who are vulnerable at the time of transition
- Coordinate and organise the Year 7 Parent Information evening
- Lead the GUSS Program
- Coordinate PAT Testing of Year 6 students
- Lead the organisation of Year 7 Orientation Day
- Compile Year 7 core grouping recommendations and the allocation of incoming students to houses

- Partner with the Community Engagement Team as part of the transition process including supporting promotion of the College for the Doreen Campus
- Support new student enrolments outside the major transition process of Year 7
- Communicate with all necessary personnel including the IT Team, House Leader and/or Primary Classroom Teacher, Timetabler, etc. to ensure a smooth commencement for students
- Work with the House Leader and/or Primary Classroom Teachers to organise someone to meet with new students on their first day to support their entry into the College
- Support new families with enquiries about booklists, timetables, uniforms and other organisational matters
- Familiarise new students and families regarding school protocols and communication practices to ensure a successful transition into the College
- Oversee policies and procedures related to student transition
- Foster the culture of Child Safety at the College
- Support the College Community Engagement Strategy
- Complete operational and administrative responsibilities including the preparation and monitoring of relevant budgets, resource development and contributing to the development of the College calendar
- Other duties as outlined by the Principal consistent with the skills and experience required for this position

## Key selection criteria

- Possess the skills, experience and qualifications to perform the duties and responsibilities of the position
- Ability to foster positive relationships with students, parents and feeder primary schools
- Ability to lead programs and events in an organised and effective manner
- Ability to lead teams, build the capacity in others, and work as part of team
- Excellent interpersonal, communication and negotiation skills
- Lead staff in a collegial manner to engage students and achieve improved learning outcomes
- Strong administrative and organisational skills, with the ability to maintain a high standard of accuracy in all aspects of administration
- Commitment to ongoing professional development
- Ability to prepare and manage a budget and manage the effective and efficient use of resources
- Ability to have a positive influence on the culture of the College through an innovative, collaborative and curious disposition
- Ability to contribute to the broad strategic intent of the College
- Ability to set and monitor high standards
- Ability to use digital technology effectively
- Commitment to supporting the Catholic identity and mission of the College
- Commitment to and understanding of child protection and child safety issues in schools
- Commitment to safe work practices
- Commitment to professional learning and development
- Commitment to the implementation of College policies and procedure

## Child Safety Requirements

Marymede Catholic College is committed to developing a culture to maintain the safety of each student in our care. At Marymede Catholic College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance, and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child safe culture. All staff employed at Marymede Catholic College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

**Position description updated:**

September 2025