MARGARET JURD COLLEGE –SHORTLAND & LAMBTON

Position Title: CAMPUS COORDINATOR
Accountability: Responsible to the manager of The Margaret Jurd College.

Selection Criteria

Essential

As per the Children and Young People Care and Protection Act 1998 (prohibited employment act 1998) All staff at Margaret Jurd Learning Centre are subject to a Working With Children Check carried out by the employment screening unit of NSW Commission for Children and Young People.

- Tertiary qualifications in Welfare, Education or related fields
- Current working knowledge of all legislative requirement for school staff inclusive of all aspects of child protection legislation, duty of care requirements and Work Health and Safety.
- Demonstrated experience in program coordination
- Demonstrated Proficiency with Microsoft Office applications
- Demonstrated capacity to work autonomously
- Demonstrated problem solving ability and negotiation skills
- Demonstrated experience in staff supervision
- Demonstrated ability to implement and maintain effective administrative systems within a dynamic working environment
- Demonstrated experience in establishing and maintaining positive working partnerships with relevant service providers and local business
- Demonstrated ability in managing challenging behaviours demonstrated by young people
- Demonstrated commitment to maintaining a positive environment within a team
- The ability to adapt to change within a constantly changing industry
- Unrestricted Drivers Licence
- A commitment to work within the ethics and belief of the Uniting Church in Australia
Desirable

• Senior First Aid

Award:

• SOCIAL, COMMUNITY, HOME CARE AND DISABILITY SERVICES INDUSTRY (“SCHCDSI”) AWARD. Level 7. The school will also provide salary sacrifice benefits which may assist your take home pay.

• In line with Centres hours and weeks of operation all annual leave is to be taken within school holiday periods and pre-approved by Centres Manager. A Minimum of two weeks annual leave is to be taken in the December – January School holiday period.

It is requirement of employment that all staff at Margaret Jurd College maintain a commitment to maintaining a sound knowledge of and a working practice which reflects the following policies, procedures and legislation.

• Children and Young Persons (Care and Protection) Act 1998
• Children and Young Persons (Care and Protection – Child Employment) Regulations 2005
• NSW Interagency Guidelines for Child Protection Intervention 2006 edition (Keep Them Safe)
• NSW Ombudsman Act 1974
• Work Health and Safety Act 2011
• Margaret Jurd College Policy on Confidentiality
• Margaret Jurd College Code of Ethics
• Ethics and Beliefs of The Uniting Church in Australia
• Fire and Safety regulations

Margaret Jurd College Policy and Procedure Manual is made available to all staff in both soft and hard copy. All legislative and Affiliated responsibilities including but not limited to those listed are distributed to all staff upon commencement. It is a requirement of employment that all staff maintain an up to date working knowledge and adhere to the policies and procedures of Margaret Jurd College. Breach of Policy may result in staff coming subject to the Margaret Jurd College disciplinary procedure for Staff.
## Statement of Duties

<table>
<thead>
<tr>
<th>Function</th>
<th>Service Provided</th>
<th>Required Input</th>
<th>Expected Output</th>
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| STUDENT INTAKE ASSESSMENT       | • Initial point of contact for the purpose of referral  
• Assessment of initial referral package  
• Case conferencing potential students for the purpose of assessment  
• Appropriate referrals to specialist services for the purpose of obtaining relevant reports for the purpose of intake  
• Follow up on outstanding documentation.  
• Forwarding of all students specialist assessment reports to AIS and DEC for funding accountability and disability assessment processing.  
• Development of intake recommendations for team decision.  
• Completion of Letter of offer and all relevant intake paperwork inclusive of special transport applications, public transport forms and school permissions. | • Administrative systems that support intake                                                                                                                      | • Enrolment numbers maintained with full enrolment maintained for each School Census Date  
• All student application packages completed in a timely manner  
• All enrolments assessed for disability status with AIS  
• Relevant enrolments assessed by DEC for supervisor subsidy inclusion.  
• Parents and referring agents being provided with all relevant enrolment documentation for completing inclusive of DET application for special transport.  
• Documentation of referrals made inclusive of outcomes.  
• Enrolment contracts completed prior to commencement.  
• Special transport applications completed and forwarded to DEC for processing.  
• Residential students provided with all relevant paperwork |
<table>
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<tr>
<th>STUDENT SUPERVISION</th>
<th>STUDENT INTERNSHIPS</th>
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</table>
| - All eligible residential placements supported in accessing Isolated Children's Allowance for financial support | - Establishment of relationship with local business to establish student internship agreements.  
- Promotion of the school with relevant disability support employment agencies  
- Completion of student internship documentation  
- Communication with parents and caregivers regarding the placements and permissions for placement  
- Students engaged in appropriate Internships that are accessible and achievable  
- A list of preferred employer host agencies established |
| - Implementation of the school's disciplinary procedure as outlined in the Margaret Jurd College Policy and Procedure Manual.  
- Implementation of the school's student awards program.  
- Student supervision on excursions, playground, arrival and departure when needed. | - Student discipline records maintained within Millennium School administration system  
- Relevant letters to parents distributed in a timely manner |

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<th>PROGRAM COORDINATION</th>
<th>application of student internships</th>
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<tr>
<td>▪ Reporting of any serious student misconduct or any other issue deemed relevant to the Manager for action.</td>
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<td>▪ Ensure that all activities inclusive of excursions are planned with full risk assessment documentation in place and permissions in place.</td>
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<td>▪ Oversee student progress against IEP's and Case plans.</td>
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<td>▪ Delegation of staff across all school activities</td>
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<td>▪ Approve minor expenditure through the schools petty cash account within budget lines</td>
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<td>▪ Make recommendation to the Manager for expenditure for program resources and activities.</td>
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<tr>
<td>▪ Access to IEP'S and Case plan documentation</td>
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<td>▪ Completed copies of risk assessment documentation completed by staff allocated for planning the activity.</td>
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<td>▪ All activities and excursions as agenda items for planning at weekly team meeting.</td>
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<td>▪ Copies of Risk assessments implemented and authorised by the coordinator.</td>
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<td>▪ Regularly updated IEP's and Case Plans</td>
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<td>▪ Regularly updates student progress notes</td>
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<td>▪ Resources purchased and activities undertaken linked to student program outcomes.</td>
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<td>▪ Monthly reports to Manager outlining the following statistical data</td>
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<td>▪ Referrals</td>
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<td>▪ Enrolments</td>
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<td>▪ Exits/expulsions</td>
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<td>▪ Case conferences</td>
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<td>▪ Suspensions</td>
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<td>▪ Attendance rate</td>
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<td>▪ Parent Contact</td>
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<td>▪ Referrals</td>
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<td>▪ Advocacy</td>
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<tr>
<td>STAFF SUPERVISION</td>
<td>OTHER ASSOCIATED ROLES</td>
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| • Delegation of staffing levels across programs/classes and activities.  
  • Provide first point of contact for staff requests, issues etc.  
  • Reporting of any staffing issues within the program to the College Manager  
  • Provide input into the recruitment process of new staff  
  • Approve all written reports, applications, communication (written) prior to sending.  
  • Report all staffing issues to manager e.g. punctuality, uniform, child protection concerns, team disharmony etc.  
| • Monthly reports from Casework team including the necessary statistical data to complete monthly report to Manager  
  • Parent Contact  
  • Referrals  
  • Advocacy  
| • Students provided with adequate levels of staff supervision across all areas of the program  
  • Comprehensive knowledge of client progress against case plans and IEP’S.  
  • Comprehensive knowledge of reports made to CS and applications made on behalf of clients |
| • Attend weekly meeting of coordinators and Manager  
  • Chair weekly team meetings for your campus  
| • Minutes of weekly team meetings addressing all relevant needs of the Campus inclusive of WHS, IEP updates, planned excursions and activities etc. |