



## HIGH SCHOOL REALM COORDINATOR

The High School Realm Coordinator is a key leadership position at Linuwel. Along with other Realm Coordinators (Early Childhood and Primary), the High School Realm Coordinator strives to provide inspirational leadership, uphold the school's vision and values, and guide the High School Realm in the light of anthroposophy.

The High School Realm Coordinator, supported by the P-12 Mentor and High School Curriculum Support Teacher, oversees delivery of high-quality curriculum aligned with the core principles of [Steiner education](#).

In addition, the High School Realm Coordinator leads and manages the development and implementation of systems and processes that support student and staff wellbeing. The High School Realm Coordinator manages human resources within the realm, completes key administrative tasks and builds harmony within the high school team and across the school.

In completing their tasks, the High School Realm Coordinator is expected to adopt a whole-school ethos and strive towards collective leadership, working with others towards a cohesive professional community and alignment of practice schoolwide.

### *Responsibilities:*

#### **Wellbeing**

- Lead implementation of the school's Positive Behaviour Support Guidelines within the High School, supporting teachers to create nourishing learning environments and effectively manage student behaviour.
- Model and lead implementation of restorative practices in the High School, including by providing Wellbeing Teachers with professional guidance and support.
- Communicate with parents/carers in respect to their child's behaviour and wellbeing, adopting a supportive and educative stance that advances community knowledge of Steiner's views of evolving human development and consciousness.
- Lead development and maintenance of systems and processes, including referral pathways and communication protocols, that support the timely identification, assessment, monitoring and support of students requiring additional support.
- Encourage, enable, promote and monitor student attendance.
- Plan and coordinate activities to enable and support nourishing student transitions between Classes 6 and 7 and from Class 10 into the Senior School.

#### **Human Resources**

- In collaboration with other members of the school executive, plan and deliver professional learning, support and supervision to ensure alignment of practice with Steiner indications, school policies and procedures.



- Manage the recruitment, selection and induction of high school teaching staff, including casual teachers, whose values and practices align with the school's vision and values.
- Allocate duties to full-time, part-time and casual teaching staff and Student Learning Assistants (SLAs).
- Organise daily casual cover to ensure delivery of high-quality educational programs.
- Support the wellbeing of teachers and other support staff.
- With High School Curriculum Support Teacher, organise timetables and duty rosters.
- Co-operate with the Business Manager to identify the administrative needs of the Realm and negotiate solutions.
- Manage the performance of high school staff to ensure alignment with the school's code of conduct and all school policies and procedures.
- Liaise with tertiary education providers to enable student teacher placements.

**Administration/compliance**

- Liaise with the School Registrar to process enrolment applications in a timely fashion, recruiting new students with regard to the health of the school community.
- In conjunction with the Business Manager, oversee the purchase, maintenance and use of high school facilities and equipment.
- Within the High School Realm, ensure compliance with School WHS, child protection, and other policies and procedures, including completion of incident reports, management of critical incidents and risk management planning.
- Contribute to the development of school policies and procedures aligned with the school's vision and values.

**Community building**

- Foster a strong sense of community among students, parents, and staff, promoting collaboration and open communication.
- Coordinate high school participation in whole of school activities and external events.
- Assist the Head of School with other tasks as negotiated.

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| Reports to            | Head of School   |
| Direct reports        | High School Guardians, Mentors and Specialist Teachers<br>High School Curriculum Support Teacher and P-12 Mentor<br>School Counsellors, Learning and Support Teacher, Student Learning Assistants<br>Wellbeing Teacher |
| Committees            | Executive Committee<br>Education Committee   |
| Financial Delegations | High School Education Budget<br>Casual Staff Allocation  |

1.0FTE: 0.6FTE Coordination (RFF) plus teaching load as negotiated (up to 0.4FTE)