



# ROLE DESCRIPTION

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## 1.0 POSITION TITLE: Co-ordinator of Service Learning

- 1.1. Classification – Teacher / Tier 2C plus 2 teaching lines per week release time.
- 1.2. Hours – Full Time appointment for a period of three years with a further four-year appointment subject to review and the continuation of the role.

## 2.0 PURPOSE / SCOPE OF POSITION – KEY RESULT AREAS

The Coordinator of Service Learning is responsible for the leadership of the Service Learning program in the College. This program provides students with the opportunity for personal growth in their commitment to justice and peace through involvement in co - curricular activities that are conducted at the College as well as in the wider community. The Coordinator of Service Learning is responsible for coordinating and managing service and immersion opportunities as part of the Mission and Identity Team. Of particular importance to the program is the relationship with Augustinian sister schools and communities in the Philippines. (AFAS – Augustinian Filipino Australian Solidarity).

The Coordinator of Service Learning will comply with all College Policies, ensure that the Service Learning program supports the College mission and operates as part of the wider Catholic Church.

### 2.1 Collaborative Practices & Partnerships

The role holder works collaboratively and in partnership with others, both within and without the College, in the execution and completion of duties and responsibilities

### 2.2 Effectiveness & Efficiency

The role holder completes assigned tasks and duties effectively and efficiently in appropriate and timely manner

### 2.3 Commitment & Confidentiality

The role holder demonstrates commitment to the philosophy, ethos and aims of the College, giving due recognition to aspects of confidentiality relevant to the role and duties undertaken.

### 2.4 Spiritual Life of the College

The role holder participates in College liturgies and is a witness to the Catholic values of the College.

## 3.0 STATEMENT OF RESPONSIBILITY

The position of Coordinator of Service Learning is responsible for leading the development, implementation and evaluation of the Service Learning Program under the overall supervision of the Dean of Mission of and Identity.

The Coordinator of Service Learning is responsible for:

- Supervising teachers engaged in the Community Service Program throughout the College.



- Alignment of service learning opportunities with the formation program for Senior School students (Years 10 – 12) and the Religious Education Curriculum in Years 7-12.
- Pastoral care and formation of staff engaged in the Service Learning Program
- Teaching within own subject area/s, which would preferably include RE.
- Commitment to and support of AFAS (Australian Filipino Augustinian Solidarity), the main College overseas immersion program.
- Other appropriate duties as required by the Dean of Identity and Mission and the Principal.

#### **4.0 EXAMPLES OF ACTIVITIES UNDERTAKEN AND/OR DUTIES COMPLETED**

Depending upon the needs of the College each term, the position may require the role holder to undertake the following activities including but not limited to:

- In collaboration with the Dean of Mission and Identity, progressively develop, refine and implement an appropriate, structured and sequenced Service Learning Program in Years 7-12 which advances the mission of Villanova College by integrating Gospel values with the Curriculum
- In liaison with the Dean of Mission and Identity provide coordination and expertise in developing programs for members of the College community that develop knowledge of social justice issues and promote compassion for and engagement with those who are on the margins.
- Supporting and empowering the work of Community Service groups within the College and the Year 10 – 12 Community Service program.
- Seeking and promoting joint ventures that aim to develop solidarity and social justice which are of mutual benefit to individuals and groups within the College community and beyond.
- Collaborating with Colleges and Catholic organisations in the local area on programs that enhance justice and peace.
- Coordinating advocacy and Service opportunities for students which foster critical thinking, empathy and personal development as part of the students' Personal Development (PD) Program.
- Coordinating the work of staff engaged in delivering the Community Service Program in the light of the values and ethos of the school.
- Monitoring program outcomes for students and addressing areas of concern through appropriate interventions.
- Regularly communicating with stakeholders (students, parents, staff and wider community personnel and organisations) to ensure the smooth operation of the program.
- Organising program activities including resources, transport, operations and staff.
- Establishing and maintaining a database of student participation in Service Learning opportunities.
- Keeping abreast of best practice in the program area through on-going professional learning and advising the Dean of Mission and Identity on the professional learning of staff in line with these developments.
- Undertake the responsibilities of the position while at the same time following the College's policies and procedures, Equal Opportunity, Safeguarding and Anti-Discrimination legislation and requirements, as well as Occupational Health & Safety legislation and best practice.
- Carry out all other duties and/or tasks as directed from time to time by the Dean of Mission and Identity, Deputy Principal and/or Principal.



## 5.0 ESSENTIAL ATTRIBUTES

- A clear vision of and support for the College's mission and its underlying values and ethos.
- Empathy with young people and an ability to relate positively with them in the context of the community service programs within the school.
- An appropriate level of professional qualification both formal and informal and/or relevant experience.
- Professional activity through membership of professional associations and ongoing professional development and formation appropriate to the role.

## 6.0 SELECTION CRITERIA

Outlined below are the criteria that will be considered in the appointment of the Coordinator of Service Learning. Candidates are required to demonstrate the context in, and degree to which they currently, or potentially, can meet these criteria.

- A personal commitment to the ethos and values of the College.
- Commitment to justice and peace education, the Ministry and Service Learning Program and promoting Gospel values within all aspects of College life.
- Commitment to pastoral care that values all students and reflects the values of the Gospel.
- Strong pastoral and organisational skills.
- Very good verbal and written communication skills, as well as well-developed interpersonal and human relations skills in the context of relating to other staff, students and parents.
- Demonstrated competencies in the responsibilities, attributes and typical duties set out in the role description.
- Willingness to commit to learning more about AFAS will be an advantage.

## 7.0 AUTHORITY LIMITS

The position carries no inherent delegated authority regarding expenditure of funds or supervision of other role holders within the College. Expenditure of funds must be in accordance with approved budgets and appropriately authorised.

At all times, the Coordinator of Service Learning acts in accord with Villanova College Student Protection Policy. It is necessary that the role holder exercise judicious and prudent judgment in interactions with students.

## 8.0 REPORTING AND OTHER RELATIONSHIPS

The Co-ordinator of Service Learning reports in the first instance to the Dean of Mission and Identity and is responsible to the Principal.