



Position Information Document

Coordinator of Daily Organisation and SACE (POR3)

Responsible To

Responsible to the Assistant Head of Campus - Teaching & Learning and Head of Campus – Gawler Belt, however, ultimately responsible to the Principal (or delegate).

Broad Purpose

The Coordinator of Daily Organisation and SACE will actively support and contribute to the Catholic Identity and Salesian ethos, mission, and vision of Xavier College and will adhere to the guiding principles of the Living, Learning Leading Framework which outlines CESA key capabilities, skills, knowledge and dispositions that enable young people to contribute to society and enjoy meaningful and spiritually enriched lives.

RUAH is the Hebrew word for Breath of God – this will translate as Respect; Understanding: Affection and Humour. These are guiding principles that are intrinsic to our treatment of self and each other. They complement the Salesian Charter of:

- A Home that welcomes
- A Parish that evangelises
- A School that prepares for life
- A Playground where friends meet and enjoy themselves

The Coordinator of Daily Organisation and SACE is responsible for the overall management of the day-to-day operations of the Campus and the coordination of the South Australian Certificate of Education (SACE).

Key Responsibilities

Development and Maintenance of the Salesian Ethos of the College

The Coordinator of Daily Organisation and SACE is responsible for:

- Applying the Salesian tradition of the College to develop effective approaches to pastoral care
- Development and maintenance of the Salesian ethos of the College
- Supporting the Religious Education and Liturgical program in the College
- Applying the Salesian ethos in relationships with staff, students and parents/guardians
- Providing effective Catholic leadership that reflects the values of the College
- Applying the Salesian ethos in relationships with all members of the Xavier College community

Administration and Management

- Provide oversight of daily operational communications, ensuring accuracy and timely publication of daily notices.
- Liaise with the Daily Organisation Coordinators across campuses in relation to the management of cross Campus events / excursions.
- Contribute to forward planning through regular consultation with the Head of Campus and Assistant Head of Campus – Teaching and Learning.
- Actively participate as a member of the Gawler Belt Leadership Team, contributing to collective decision-making of Campus priorities.
- Ensure effective use and integrity of student and staff management systems (SEQTA and Edval) to support staffing and operational continuity.

- Maintain governance oversight of the Xavier College Master Calendar in collaboration with campus leadership, ensuring consistency, accuracy and alignment.

Management of Teaching staff absences

- Be responsible for the coordination and management of planned and unplanned teaching staff absences.
- Ensure relief allocation decisions comply with the CESA Enterprise Agreement and support continuity of teaching and learning.
- Plan and implement classroom reallocation to meet operational needs, as necessary.
- Liaise with the Human Resources department regarding the engagement and onboarding of Temporary Relief Teachers (TRTs), ensuring all compliance and pre-engagement requirements are met.
- Provide TRT staff onboarding, including coordination with Human Resources, device allocation and return and ensuring access to College policies and procedures.
- Communicate with and organise TRT coverage for periods of approved and unplanned staff leave requests and maintain a database of TRT availability.
- Prepare for College events by ensuring teaching staff are covered for lessons as required (eg. for camps, excursions/Retreats, exams supervision etc).
- Maintain accurate records of relief allocations on SEQTA and Edval.

SACE Coordination

- Provide leadership and guidance to teaching staff on all matters relating to the SACE requirements and processes.
- Maintain communication with the SACE Board of South Australia on all matters relating to the SACE.
- Oversight of the Schools Online database.
- In consultation with House Directors, ensure enrolment of all Stage 1 and Stage 2 students, ensuring they meet the requirements of the SACE.
- In consultation with House Directors, organise Year 10, Stage 1 and Stage 2 examinations.

General Organisation

- Disarming the Campus on arrival of a morning.
- Coordinate external service providers for key student and staff programs (e.g. student Immunisation Program, staff/student photos).
- Support with the organisation of any whole-College events as directed by a member of the Leadership team (e.g. NAPLAN).
- Administration and management of:
 - NAPLAN testing.
 - Live Learn Lead (LLL) Survey platform.
- Responsible for the processing of staff leave applications.
- Manage the preparation and distribution of the Weekly Daily Organisation Communication to staff, ensuring clarity, accuracy, and alignment with leadership messaging.
- Perform any other duties as required from time-to-time by the Principal or Principal's delegate.

Person Specification

- Demonstrated experience in an educational management role or a willingness to develop the skills and knowledge necessary for a Position of Responsibility that requires strong administrative and organisational skills.
- Excellent interpersonal and communication skills, both written and verbal.
- Demonstrated high-level of organisation and ability to deal with unexpected situations to ensure the effective and efficient operations of the Campus

- Excellent IT skills (particularly in the use of the Microsoft Office 365 Suite, SEQTA, Edval and Schools Online).
- Willingness to positively support school related activities/events, attend meetings and undertake required training, as required
- Demonstrated ability to follow procedures and deal effectively with emergencies and/or unexpected situations, including supporting others, as required
- Able to work in a collegial and pastoral manner with staff.
- High level of confidentiality, trust and integrity with the ability to self-manage, self-direct and manage complex administrative practices.

Role Requirements

- Formal Tertiary Education qualifications
- Current Teachers Registration in South Australia and relevant demonstrated knowledge and experience
- Teacher Accreditation in Catholic Education SA
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Catholic Police Clearance to work in Catholic Education SA
- Current Responding to Risks of Harm, Abuse & Neglect – Education and Care certificate
- First Aid certificate (HLTAID012)
- Disability Standards for Education Training
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
 - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
 - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
 - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

Performance Review

It is expected that the employee will undertake a Performance Review at a mutually agreed time with the employer as per the Catholic Schools Enterprise Agreement 2020 (as amended).

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.