

# Aurora College Coordinator

## Role statement and funding information 2023



### Overview

The position of Aurora College Coordinator (ACC) adds an important layer of support for the educational, social and emotional needs of our high performing and gifted students. The ACC is also an important advocate of Aurora College within the partner school and wider community.

The role of ACC is similar to that of a Year Advisor. The role has an administrative component, but the main focus is to support our shared enrolments. The teacher appointed to the position of ACC should be personally and professionally interested in being an advisor and should possess a range of other qualities and skills. He or she should:

- demonstrate a concerned and caring attitude towards the students in their care
- have the ability to listen carefully to the concerns of students and their parents
- have the ability to understand student concerns from a student point of view
- have the ability to communicate advice and ideas in ways that can be understood
- have high level organisational skills and be an adept user of information and communication technologies.

An understanding of the needs of high potential and gifted students would be an advantage, but is not an essential requirement. Aurora College will provide ongoing training and support in all aspects of this role, so the coordinator should be a willing and active participant in their own professional learning.

### Statement of duties

The ACC will provide advice to the leadership team of the partner school to ensure that each student:

- is allocated the prescribed time to attend timetabled Aurora College lessons. Please refer to the following documents on the [partner school information page](#) of the Aurora College website:
  - Common timetable template
  - Common timetable template – requirements
  - Checklist – Aurora College Coordinator
  - Science practical program
- has access to and use of a Department computer for the purpose of connecting to the virtual learning environment. (The assigned computer should meet the [student technology guidelines](#) and should be located in a suitable workspace.)
- is provided with access to and use of specialist equipment and supervised specialist rooms, as required
- is supervised in a suitable venue for examinations.

The duties of the ACC include:

- attending two 40-minute meetings each term with the Aurora College executive in the ACC Microsoft Team
- monitoring their Department email account for messages from Aurora College and responding to requests for information in a timely manner

- regularly checking information on the [AC – Partner Schools Team](#)
- facilitating the exchange and dissemination of information between Aurora and the partner school
- instigating frequent contact with the Aurora College students and being available to them when they have concerns
- monitoring the well-being of Aurora College students and reporting any concerns to the Deputy Principal and/or Principal of both schools
- reporting known student absences for school business (eg sports carnivals and excursions) to the coordinating office of Aurora College, at least two days before the event
- responding to automated emails from the Aurora College attendance notification system with requests for information on student absences
- acting as the key contact person for Aurora College teachers, students and their parents, and local primary schools
- assisting Aurora College in reviewing curriculum patterns and developing appropriate support strategies, including individual student learning plans
- returning examination papers to the relevant Aurora College Head Teacher
- coordinating the completion and return of Illness and Misadventure forms to the relevant Aurora College Head Teacher
- printing and distributing allocated Aurora College merit awards to students
- printing and filing copies of Aurora College interim and full academic progress reports.

### Position funding

To support this important role, the position will be funded by Aurora College according to the following incremental scale:

No. of students	No. of allocated periods
1 to 5	2 x 50-minute periods per fortnight
6 to 10	3 x 50-minute periods per fortnight
11 to 20	4 x 50-minute periods per fortnight
> 20	5 x 50-minute periods per fortnight

Aurora College will make one payment each semester to the partner school. Payments will be calculated using the standard classroom teacher rate and will include on-costs.

**For further information, please contact:**

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