



Position Description

Parent Engagement Coordinator (0.3FTE)

Reporting To:	<p>The School Principal on a day-to-day basis</p> <p>This role also takes broad direction from the Learning Partner: Parent Formation and Engagement</p>
The Position:	<p>The Parent Engagement Coordinator (PEC) supports the Principal and Parents/carers to lead and implement strategies to strengthen relationships between parents/carers, the school and the community. The role plays a key part in responding to the Towards 2025 Strategy in the continuous improvement of our Catholic school system by supporting and enriching the Catholic school community.</p> <p>The PEC facilitates, coordinates, and communicates with parents/carers to encounter, and engage with, the wider Catholic school community with a focus on learning impact. The PEC plays a crucial role in building and maintaining a welcoming school environment and building sound, respectful relationships between the school, parents/carers, parent bodies, Broken Bay Catholic School Parent association and the wider community.</p> <p>The PEC will not be required to case manage though will work in partnership with a range of stakeholders: the Principal, parents/carers/families, school counsellor, Catholic Care, Parish priest and the Religious Education Coordinator/Youth Minister. The PEC works closely with the Project Lead and Sponsor to achieve the objectives of the Learning Improvement Program, Towards 2025 strategy.</p> <p>The PEC must be adaptable, creative and able to customise their work to meet the diverse needs of the community and respond to parent feedback.</p> <p>CSBB employees contribute to the shared responsibility of safeguarding students in our care.</p>
Classification	<p>Salary equivalent to the PEC salary table</p> <p>This position is Award free</p>
Direct Reports:	n/a

Responsibilities:	<p>Supports family wellbeing to promote learning by:</p> <ul style="list-style-type: none"> • Facilitating, coordinating and communicating, and where necessary organising and implementing, appropriate initiatives driven by current data, activities, events and programs to meet the social and well-being needs of the parents/carers in the school community • Developing and strengthening existing school, parish and community networks to enhance family engagement • Establishing and strengthening links with school counsellors and Catholic Care as key referral professionals/services <p>Engages all families in the Catholic school community to achieve better learning outcomes by:</p> <ul style="list-style-type: none"> • Developing genuine/mutually respectful relationships with parents/carers in the school community • Collaborating with school leadership to ensure the school environment is welcoming, hospitable and life giving and establishes procedures and programs to welcome parents and carers into the life of the school community • Facilitating ways to ensure that the voice of parents and carers is sought and heard in relation to their engagement in the life of the school community • Facilitating/promoting and encouraging engagement in student learning and the activities of the broader Catholic school community • Building the capacity of parents to coordinate and contribute to school initiatives, events and activities • Working closely with and engaging in regular dialogue with school leaders and staff, particularly the Religious Education Coordinator/Youth Minister to establish and sustain a strategic approach to embedding programs enabling engagement with parents and carers in the local school context <ul style="list-style-type: none"> • i.e. initiating, supporting, and promoting opportunities for parents and carers to engage in social justice, environmental stewardship, and community service initiatives • Building links and connections between primary and secondary settings through Youth Ministry and Diocesan initiatives to better support student retention and transition and the K-12 pathways offered by CSBB
Knowledge:	<ul style="list-style-type: none"> • A practising Catholic and active member of a Parish who can demonstrate an advanced understanding of Catholic teachings in an educational context • Ability to articulate an understanding of CSBB's vision of 'Authentic professional Catholic education delivered with care and compassion' • Knowledge of adult education principles • Can demonstrate a strategic outlook and understanding of the school within the broader educational and communal context • Has a solutions-focused mindset • Has sound knowledge and skill in the Microsoft suite of products
Experience:	<ul style="list-style-type: none"> • Can demonstrate highly developed interpersonal, communication and presentation skills

	<ul style="list-style-type: none"> • Can evidence experience working with social outreach/health/welfare agencies and networks • Experienced in assisting school communities to develop strong relationships within the community • Can evidence competency and creativity in initiating, organising, and facilitating a range of opportunities and forums to connect/reconnect and engage parents and carers with the wider community • Has strong facilitation skills to lead collaborative processes that build relationships and promote shared commitment • Has worked in an educational and/or pastoral ministry role (e.g. leading sacramental programs, facilitating/coordinating outsourced parent education programs) • Has adult education/group facilitation experience • Ability to engage positively with leaders from the wider community • Actively thinks and plans strategically with the ability to initiate, adapt and respond to change • Has led or been involved in strategic project delivery to achieve agreed initiatives in a timely and effective manner • Can manage competing priorities and the sensitivities of others to deliver high quality work • Demonstrated organisation and time management skills
Qualifications:	<ul style="list-style-type: none"> • Relevant tertiary qualification in the areas of welfare, health, education, Pastoral Ministry and/or related disciplines • Valid Working with Children Check • Current NSW driver's licence
<p>Capabilities:</p> <p>(refer to the CSBB Capability Framework for greater detail and behavioural descriptors)</p>	<ul style="list-style-type: none"> • Staff can thrive and flourish at work by: <ul style="list-style-type: none"> ➤ Being Resilient and Courageous ➤ Living CSBB Values with Integrity ➤ Being Self-Aware ➤ Committing to our Catholic Culture • Staff work collaboratively by: <ul style="list-style-type: none"> ➤ Communicating Effectively ➤ Serving Others ➤ Being a Team Player ➤ Influencing and Negotiating • Staff work to be the best they can be, with students at the centre by: <ul style="list-style-type: none"> ➤ Being Accountable ➤ Delivering Results ➤ Planning, Analysing, Reviewing and Acting ➤ Problem Solving and Making Informed Decisions
Performance Measures:	<ul style="list-style-type: none"> • Displays positive behaviours and attitudes aligned to the CSBB Capability Framework (see capabilities) • Satisfies all performance expectations as required by the Principal and Learning Partner: Parent Formation and Engagement • Integration of the Continuous Improvement Cycle into all areas of work is evident and forms part of all reflective and evaluative activities • Feedback indicates a genuine spirit of welcome exists in the school community, which is inclusive of all members of the community, and where all parents/carers feel valued and accepted • There is evidence of increased participation and commitment of parents/carers in the life of the school community through a variety of initiatives.

	<ul style="list-style-type: none">• Parent engagement feedback indicates they feel confident and supported in their role as primary educators of their children in guiding their child's academic development• A diverse range of opportunities that 'Strengthen a Catholic Culture that promoting learning, relationships and human flourishing' exists with high participation rates• Upholds the Diocesan Commitment to Safeguarding• Acts appropriately towards students, ensuring professional boundaries, upholding duty of care legislative requirements and follows the code of conduct and professional guidelines
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