



CAS Coordinator

Position Information Document

Position Title	CAS (Creativity, Activity, Service) Coordinator
Tenure	2 years (concluding 31/01/27)
POR	N/A
Time Allowance	Time release from timetabled teaching responsibilities is provided to meet the duties and/or responsibilities associated with this role. Time allocated for this role is nominally 80 minutes (2 lessons) per week. This allocation is above the EBA provisions and may vary slightly depending on timetabled teaching load.
Line Manager	IB Diploma Programme Coordinator (and ultimately the Assistant Principal - Teaching and Learning).

Context

Mercedes College is a restorative school where inclusion is an integral aspect of who we are as a Catholic, Mercy and IB community. Our core values of Mutual Respect, Responsibility, Integrity, Loyalty, Compassion and Justice form an integral way of life for all members of the Mercedes College community, through which we strive to maximise student outcomes by doing “ordinary things, extraordinarily well” (Catherine McAuley).

Position Purpose

The CAS Coordinator is a Key Teacher role supporting the IB Diploma Programme (IBDP) Coordinator in the implementation and administration of Creativity, Activity, Service (CAS) requirements of the IBDP.

The CAS Coordinator is expected to support other staff with the administrative and learning requirements associated with CAS as well as seek opportunities to promote the value of experiential learning to the community.

The CAS Coordinator will liaise with IB Middle Years Programme (IBMYP) Coordinator and Director of Mission to explore connections to College experiences that prepare students for CAS in the IBDP.

Key Areas of Responsibility

The CAS Coordinator is expected to work closely with the IB Diploma Coordinator and Assistant Principal - Teaching and Learning to maximise IBDP CAS outcomes. The CAS Coordinator is expected to:

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- Consult key documents, including *Diploma Programme: From Principles into Practice*, *General regulations: Diploma Programme*, *Diploma Programme Approaches to teaching and learning* website, etc. to ensure the success of Diploma students.
- Ensure that requirements related to monitoring and reporting are met.
- Recommend the budget, time, staffing and resources necessary to run a successful CAS programme.
- Ensure activities follow WH&S guidelines with a particular emphasis on risk assessment.
- Review the CAS programme as necessary to broaden the range of activity providers for students, both in the local community and through establishing international contacts for projects.
- Seek to raise awareness of CAS within the school, for example, by developing links between individual subjects and the CAS programme.
- Ensure all students are provided with a record of their personal CAS achievements on completion.
- Ensure that the following information is available to students:

- The CAS guide, especially the section “Responsibilities of the student”.
- Details of CAS organisation, legal guidelines (WH&S) and suggestions for recording and reflection.

Operational Requirements

The CAS Coordinator is expected to:

- Organise CAS week activities.
- Initiate, develop and lead the team of CAS advisors so that they:
 - Understand the goals of the CAS programme.
 - Have regular access to the students.
 - Assist students identify personal and social goals.
 - Monitor progress.
 - Ensure a range and balance of activities undertaken by individual students.
 - Support students in their consideration of ethical concerns.
 - Can facilitate and teach reflection with the students.
 - Assist students to make connections (for example, CAS activity to subject learning, local activity to global concerns).
 - Ensure record keeping is maintained.
- Ensure sufficient contact is made with Diploma Programme students. This should include at least:
 - One meeting with all potential Diploma Programme students during the year preceding the commencement of their programme.
 - One meeting with all students in the first weeks of their Diploma Programme.
 - Regular and sufficient meetings with students, both individually and as a group, throughout the two years of the Diploma Programme.
- Ensure that systems are in place to monitor student progress throughout the two years of the Diploma Programme. The coordinator should therefore ensure:
 - Periodic oversight of students’ CAS journals including details of activities and reflections upon them.
 - Meetings are held between CAS advisers and students, at least twice in year 1 and once in year 2.
- Encourage presentations by activity providers and by students themselves.

General Administrative Functions

The CAS Coordinator is expected to:

- Suggest relevant staff to attend diploma workshops, conferences or other professional activities in consultation with the IB Diploma Coordinator.
- Highlight relevant developments in IB World News, Coordinator notes, Subject Reports, etc.
- Maintain records of past and present students.

Communication Strategies

The CAS Coordinator is expected to:

- Inform the community about achievements and developments in the Diploma CAS programme through College publications including the Fleur de Lis, Mercy Vine and Annual Magazine.
- Work with the IB Diploma Programme Coordinator to ensure that teachers, legal guardians and candidates understand the requirements of the CAS Programme.
- Inform the school community, including administration, teachers, legal guardians and candidates about the learner profile and the mission of IBDP CAS Programme at Information Nights.
- Provide pastoral support by supporting communication between teachers and diploma students.

Personal Specifications

Qualifications

- Appropriate academic qualifications, suitable experience and a background relevant to the role and the ability to model innovation and best practice.
- Registered Teacher in the South Australian Teacher Registration.



Skills and Knowledge

- Excellent interpersonal skills and the ability to effectively communicate with a variety of stakeholders including parents, staff, students, outside providers, CESA personnel and relevant authorities.
- Capacity to foster independence, resilience and responsibility in students.

Personal Attributes

- Active support of and commitment to the mission of the College, as a Catholic School with a Mercy ethos and an International focus.
- Proven capacity to operate in a collaborative, professional, confidential and discreet manner.
- Ethical and responsible behaviour in all professional duties.
- Be committed to the IB inquiry pedagogies and practices in pursuit of continuous improvement for students and staff in their Learning Area.
- The ability to interact with staff, students and parents in a positive, sensitive and respectful manner, in line with the College's Mercy Keys.

Key Working Relationships and Accountabilities

- **Reports To:** IB Diploma Programme Coordinator, Assistant Principal - Teaching and Learning and Head of Senior School.
- **Collaborates With:** Principal and Deputy Principal, Directors, Year Level Leaders, Coordinators and staff.
- **Engages With:** Students, parents, community organisations, and professional agencies.

Performance Review / Appraisal Conditions – Evidence of Leadership Impact

- The appointee will be required to undergo an annual Goal Setting and Review with their Line Manager.
- The appointee will undertake a Performance Appraisal annually during the period of the appointment. The appointee will present evidence of leadership and the impact of their leadership on staff and student outcomes as part of this process.

Conditions of Employment

Salary: This role is not a Position of Responsibility (POR), it does not attract additional salary. However, 80 minutes per week additional time is provided in accordance with the 2020 Enterprise Agreement or its successor.

Other: Out of school hours work is required e.g., information evenings, etc.

Approval of Position Description

On the first anniversary of appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the Assistant Principal: Teaching and Learning and the CAS Coordinator to ensure that the duty statement is accurate.

Signed (**Employee**) _____ date / /2024

Employee Name _____