Aurora College Coordinator

Role statement 2027

Note: *Applicable to metropolitan schools and schools in large, regional centres only*

Overview

The position of Aurora College Coordinator (ACC) adds an important layer of support for the educational, social and emotional needs of our students. The ACC is 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. They 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.

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 Resources for partner schools page of the Aurora College website:
    - Common timetable template
    - Common timetable template – requirements
    - Checklist – Aurora College Coordinator
    - Science practical program
- has access to a Department home school desktop PC which is ethernet connected for the purpose of connecting to the virtual learning environment. This is separate to their Aurora College laptop which they will use to complete the work. The assigned computer should meet the student technology guidelines
- is provided a suitable space to connect to their online lessons, with line-of-sight supervision from school-based staff, and use of specialist equipment and rooms as required e.g. for science practical lessons
- is supervised in a suitable venue for examinations by a home school staff member

The duties of the ACC include:

- 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

- acting as the key contact person for Aurora College staff, including the wellbeing and timetabling team, as well as home school staff, students and their parents
- assisting Aurora College in reviewing curriculum patterns and developing appropriate support strategies, including individual student attendance plans
- regularly checking information on the AC – Partner Schools Team the Aurora College Schools Portal on Constellation
- reporting known student absences for school business (e.g. sports carnivals and excursions) to the coordinating office of Aurora College via AuroraCollege.Absences@det.nsw.edu.au, at least two days before the event
- responding to automated attendance notifications within the Aurora College Schools Portal on Constellation, ensuring students are providing a reason for partial absences and they are verified in a timely manner
- completion and maintenance of attendance plans in the Aurora College Schools Portal on Constellation including notification of timetable changes at the home school to timetables@aurora.nsw.edu.au
- facilitate the supervision of examinations in line with the notification date
- If change of date required, initiate the illness/misadventure process for assessment tasks and/or exams and return to the relevant Aurora College Head Teacher prior to the due date
- upload completed examination papers to Aurora College Schools Portal on Constellation
- consider how Aurora College merit awards can be integrated into your home school award process
- engage with two 40-minute meetings each term with the Aurora College executive in the AC – Partner Schools Team. All meetings are recorded to allow flexibility in viewing.
- monitoring their Department email account for messages from Aurora College and responding to requests for information in a timely manner

For further information, please contact:

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