



## FRIENDS OF FRAYNE

### Class Coordinator Duncan Street Campus Role Statement



**Title:** Class Coordinator (CC)  
Duncan Street Campus

**Appointed by:** Friends of Frayne Executive Council

**The CC works in collaboration with the:**

Friends of Frayne Vice President or Council Nominee  
Cluster Leader  
Class Teacher

**Purpose of the Role**

The role of the Class Coordinator (CC) is to help develop a friendly, supportive and inclusive class community.

**Guidelines**

1. The CC shall meet with the class teacher at the commencement of the school year to establish expectations, identify the areas of need and prepare a timeline of events.
2. It is not the role of the CC to act on behalf of parents or lobby the teacher in regard to complaints or issues.
3. Where issues are raised outside the scope of this role statement the CC shall refer parents to the class teacher.
4. The CC shall endeavour to make themselves known to all parents within the class and explain their role.
5. The CC shall maintain a professional business ethic and ensure all school policies, protocols and privacy standards are adhered to. When in doubt the CC shall contact the relevant Head of School.
6. The CC shall be cognisant of their responsibility as a role model in keeping with the Catholic ethos of the College.
7. All communication shall be in accordance with the mediums approved by the Principal. These instruments include email, telephone and printed flyers. At present, social media or equivalents should not be used.

**Specific Duties:**

**SUPPORT THE PARENTS IN THE CLASS**

- Initiate support for families in times of need (e.g. bereavement, sickness). The CC may consult with the Coordinator of Campus Ministry in this regard.
- Meet and get to know all the parents in your class.
- Initiate social functions for the class (class dinners, BBQ's, picnics, movies, morning teas etc).
- Compile, maintain and distribute a class list of parents' names and contacts details and update when necessary. (Note that the list is for social purposes only and must not be used for any other reason)
- Welcome and help integrate new parents into the class and the school community.

**SUPPORT THE CLASS TEACHER**

- Be a point of contact for the class teacher when assistance from parents is required for class events (e.g. class play, excursion rosters).

**EVENTS**

- Mobilise parents within the class to assist with events and activities held at the school – including Friends of Frayne, school and class events.
- Be the point of contact for the school and the Friends of Frayne Council when parent involvement in school events is required.

**OTHER**

- Liaise with the Class Coordinator of the other classes at the same year level.
- Contact the Friends of Frayne Council for support and advice as needed.
- Assist the Friends of Frayne with the promotion of fundraising and social events within the class. This can be done through flyers, posters or by word of mouth.
- Invite parents to join the Friends of Frayne Council.