



# Mount St Benedict College

## Role Description

**Job Title:** Assistant to the Principal, Dean of Students

**Reporting to:** As the delegated leader of Pastoral Care and Discipline of the College, the Dean of Students is responsible to the Deputy Principal of the College

*The College values of Pax, Hospitality and Stewardship are to be maintained and supported by all Staff, and brought to life through relationships, actions and events within this College community.*

### Purpose of the position

The Assistant to the Principal, Dean of Students is a member of the College Executive Leadership Team, with delegated responsibility for the oversight of Student Pastoral Care practices and procedures within the College.

### Role Accountability

1. **As Team Leader the Dean of Students will:**

Exercise effective team leadership in the development and support of an efficient Pastoral Team, in line with the concept of Teams and Team Leadership that underpins the organisational structure of the College.

2. **As the delegated Pastoral Care leader (of students):**

To support the Principal and the other members of the College Executive Leadership Team the Dean of Students will:

- 2.1 Work with the Executive Leadership Team to develop and implement an effective system of Pastoral Care of students (including the Positive Education approach) consistently across Years 7-12.
- 2.2 Ensure that the particular application of student pastoral care in each of the Homerooms is consistent with College expectations and College Mission.
- 2.3 Ensure that effective channels for communication of student information between teachers and Middle Leaders are in place.
- 2.4 Liaise with the College Student Leadership Captains and the Administration Coordinator for the organisation and operation of College Assemblies.
- 2.5 Ensure that teachers work closely with Homeroom teachers, House Coordinators, and in the case of students experiencing difficulty, the Counsellor and parents as appropriate.
- 2.6 Ensure that the Pastoral Care exercised in the College encourages positive behaviour/conduct and is consistently applied across Years 7 to 12.
- 2.7 Work closely with the Pastoral Team to regularly review the effectiveness of the College approach to student pastoral care.
- 2.8 Work closely with the Deputy Principal and Principal on the application of processes for student suspension and exclusion within the College framework of pastoral care.
- 2.9 Oversee the development and implementation of the Pastoral Care lesson program.
- 2.10 Work closely with the Deputy Principal and Principal in relation to the notification of child abuse issues and the necessary liaison with appropriate agencies.
- 2.11 Work with the Learning Support personnel, in collaboration with the Dean of Teaching and Learning, with regard to the particular pastoral support of students with special needs.
- 2.12 Develop the annual student planner in collaboration with the Executive Leadership Team and the Administration Coordinator.
- 2.13 Oversee the recording of student attendance and the associated legal documentation.

- 2.14 Oversee the development, implementation and regular review of the College's approach to student management including:
  - behaviour management
  - attendance and punctuality
  - uniform and presentation
  - safe practices to and from school.
- 2.15 Coordinate the communication with parents in relation to Pastoral Care and Personal Development issues.
- 2.16 Ensure that all new students are appropriately inducted into the Pastoral Care and student management practices and procedures of the College in collaboration with the relevant House Coordinator.
- 2.17 Work with the Leader of Staff Development and Professional Learning to ensure that all new staff members are appropriately inducted into the Pastoral Care and student management practices and procedures of the College.
- 2.18 Ensure that all new homeroom teachers are adequately prepared to undertake their pastoral responsibilities.
- 2.19 Work closely with colleagues in the College Executive Leadership Team to establish and review the Student Leadership Development Program and take responsibility for its implementation across the College (Years 7 to 12).
- 2.20 Work closely with the Student Leadership Team to:
  - organise the selection of student leaders and to ensure that College procedures are appropriate applied
  - develop and implement student leadership training programs

### **3. As a delegated Spiritual/Cultural leader:**

- 3.1 Ensure that the Spiritual dimension of the students' development is given appropriate attention in line with College Mission.
- 3.2 Liaise regularly with the Mission Team in regard to prayer gatherings, liturgies and retreats.
- 3.3 Promote, develop and protect the vision, beliefs, ethos and Catholic educational tradition in every aspect of College life.
- 3.4 Wholeheartedly support the Good Samaritan Charism of the College.
- 3.5 Create a climate of care and hospitality for all branches of the College family.
- 3.6 Model Gospel values of justice, reconciliation and hope.
- 3.7 Encourage the development of social conscience which looks particularly to protecting the weak and marginalised in the community.
- 3.8 Ensure that College policy and practice are respectful of women, and nurture respect for difference in all its forms eg. gender, race, talent, religion, culture.
- 3.9 Support the provision of quality Religious Education programs for students.
- 3.10 Ensure that Religious Education maintains priority status in the College timetable.
- 3.11 Give priority to faith education and its expression in prayer and liturgy.
- 3.12 Ensure that Religious Education is given appropriate priority in determining pastoral structures.

### **4. As a delegated Educational Leader:**

- 4.1 Work closely with the Dean of Teaching and Learning to establish effective procedures for the collection/recording of student academic progress information.
- 4.2 Work closely with House Coordinators to develop effective and consistent ways of monitoring student progress and communicating this progress to parents and other stakeholders.
- 4.3 Promote Professional Development opportunities for members of the Pastoral Team.
- 4.4 Engage in relevant Professional Development to keep abreast of educational changes.

## 5. As a delegated Administrative Leader:

- 5.1 Establish effective means of communication with colleagues in the College Executive Leadership Team in regard to Pastoral Care of students.
- 5.2 Ensure that the communication channels among Homeroom teachers, Coordinators, teachers and parents are effective.
- 5.3 Review regularly, with the Dean of Teaching and Learning, the structure and process of parent meetings.
- 5.4 Assist the Principal and the Executive Leadership Team to implement Annual Goal Setting and Performance Review processes for the Pastoral Team.
- 5.5 Work in collaboration with the Principal and/or Deputy Principal to ensure that quality staff are appointed to all Pastoral positions in the College.
- 5.6 Ensure that all staff working specifically in Pastoral Care roles are fully aware of and responsive to the expectations of the College Model of Pastoral Care.
- 5.7 Ensure that the College buildings, plant and equipment used by the students are kept tidy, appropriately cared for, maintained and regularly refurbished in line with the overall College development and maintenance planning.
- 5.8 Assist in ensuring that all Pastoral activities comply with relevant statutory requirement e.g. Child Protection, WH&S, Chemical Safety, etc.

### Key Knowledge:

- A current and future focused perspective of developments in Pastoral Care
- Demonstrated understanding and professional learning in issues facing Girls Education, Pastoral Care and Positive Education

### Essential Criteria for the role:

- Be able to demonstrate an understanding of the charism of Good Samaritan Education as articulated in the Good Samaritan Schools Teaching and Learning Framework and the Good Samaritan Schools Mission Framework
- Have a minimum of five years teaching and leadership experience in a Catholic school
- Have relevant teaching qualifications and have, or be working towards, post graduate qualifications in education, leadership, religious education or theology
- Be able to demonstrate a high level of competency in the domains of leadership as outlined in the role description
- 'Working With Children Check' Clearance

### Appraisal/Review Conditions

The Dean of Students will undergo a Performance Review in accordance with College policy and set individual goals on a yearly basis.

### Special Requirements

Variable Duties/Hours:

The nature of the position is such that the Dean of Students is required to be available outside the "normal" office/College hours to fully participate in the total life of the College and to attend meetings and presentations whenever necessary, and to represent the College Principal and/or Deputy Principal, on occasions, in some forums.