



**St. Joseph's
College Echuca**
STRENGTH & KINDLINESS



Position Description

College Leader - Student Wellbeing

POSITION DETAILS	
College	<i>St Joseph's College Echuca</i>
Reports to	<i>Principal</i>
Reported to by	<i>Director of Brigidine Campus and Director of Kildare Campus</i>
Time Release	<i>Minimum of 18 periods per cycle (30 periods full load) Time allocation will be commensurate with the role.</i>
Remuneration	<i>As per the Victorian Catholic Education Multi Enterprise Agreement 2022. POL4 plus Principal's allowance (\$7000-\$16,000 depending on experience).</i>

POSITION SUMMARY

The College Leader - Student Wellbeing is responsible to the Principal for the duties outlined below in accordance with the College policies and procedures. The role is to provide a vision for, and leadership in, the provision of quality student pastoral wellbeing. The pastoral care and behaviour management of students, and the monitoring of staff day-to-day management of them, will occur through the Directors of Campus and the wellbeing teams. It is important to work closely with various teams that support learning and teaching and Campus management. It is essential that good communication with vested interest individuals and groups is harnessed, developed and maintained.

The College Leader - Student Wellbeing will develop positive relationships with students and staff to facilitate interest in learning excellence as well as their growth and development.

Based on the distributive model of leadership, the College Leader - Student Wellbeing will work within the framework of the College's strategic plan, empowering teaching teams to be self-directed in their pastoral and academic support of students through the Learning Mentor program at the College.

MISSION AND VISION

All staff members of St Joseph's College are expected to:

- uphold the Kildare Education Ministries Core Values, apply them to their work and ensure their priorities focus on quality teaching and learning, student and staff wellbeing and the careful stewarding of physical and financial resources
- have a demonstrated understanding of the ethos of a Catholic school and its mission
- demonstrate a commitment to instill in students a respect for each other in accordance with the teaching of Jesus Christ
- demonstrate a commitment to personal witness as a member of a faith community.

Our College motto 'Strength and Kindliness' comes to life in each staff member as they demonstrate the strength to do their job well and the kindliness to undertake it with compassion.

Leadership at St Joseph's College is inspired and shaped by the document *Leadership in a Kildare Education Ministries School* and the relevant AITSL Standards.

Fundamental to the vision of Kildare Education Ministries is the belief, clearly articulated in its foundational documents, that education is transformative and that it is underpinned by principles of sound educational practice based in a rich Catholic tradition.

All leaders will:

- actively and collaboratively promote and enhance the Catholic mission and identity of the College
- respond to contemporary research and theological thinking through the development and actioning of the school improvement plan
- facilitate the ongoing development and understanding of the Kildare Ministries Core Values, Living Justice Living Peace Charter and the implications for our way of being at St Joseph's College.

The core values that guide KEM schools are: Compassion, Justice, Hospitality, Courage, Hope And Wonder. These core values ensure the College Leadership Team will work together and lead the school.

LEADERSHIP

At St Joseph's College, leaders are expected to demonstrate skills and a personal commitment to improvement in areas of school life, with the aim of offering leadership that is effective and has a meaningful, positive and lasting impact on student outcomes. All staff are expected to be supportive of the distributive style of leadership informed by growth coaching. This leader will be actively supportive of the school improvement priorities and the strategic plan.

The College uses the [AITSL standards](#) to classify teachers into stages from Graduate, Proficient, Highly Accomplished to Lead. As a member of the College Leadership Team teachers should be at a 'Lead' Standard.

The College Leader – Student Wellbeing is expected to:

- work with the Principal to provide leadership in promoting the mission of our Catholic school
- participate in developing a clear vision for the future of the College and provide strong leadership in implementing the College’s Strategic Plan
- embed high expectations and the pursuit of excellence
- share with the Principal in being a presence in the school and wider community
- support individuals to deal constructively with change and monitor and evaluate the effectiveness of change
- develop authentic relationships with staff, promoting collegiality and open dialogue
- participate in the staff selection and appraisal processes
- regularly contribute to the College newsletter and other school publications
- share with other members of the Leadership Team, duties related to overall management of the College including attendance at College events and attendance during holiday breaks as requested.

COACHING AND PROFESSIONAL LEARNING

St Joseph’s College expects all staff members to be part of a positive and reflective culture. As such, the College supports and encourages growth coaching for all staff. Coaching is to be built into the professional practice of all staff members, and this practice is acknowledged as contributing to the effective and meaningful growth and development of staff. Professional learning is valued and recognised, in particular, as a major contributing factor towards improvement in student learning outcomes.

STATEMENT OF DUTIES

- Develop, implement and monitor programs and/or strategies which are focused on improving student resourcefulness for success.
- In consultation with the Student Wellbeing Team, develop and/or support programs that will assist students in their growth and development.
- Ensure the implementation/review or continuation of the Learning Mentor program and policies in cooperation with Directors of Campus, House Leaders, Learning Mentors and subject teachers.
- Initiate programs that will enhance the wellbeing of students in specific Houses, year levels, Campuses or all students.
- Oversee the implementation and ongoing evaluation of the Berry Street Education Model across the College, including its integration with other learning and pastoral programs.
- Work in collaboration with the College Leader - Faith and Community to establish year level based pastoral programs.
- Support and negotiate assistance for ‘students at risk’ in collaboration with the Director of Enrichment and Inclusion, Directors of Campus, and other appropriate members of the Student Wellbeing Team.
- Monitor mandatory reporting in collaboration with the Assistant Principal - Staffing and Culture.
- Create clear expectations for student behaviour through the Student Wellbeing Team and the behavioural framework.
- Oversee, in conjunction with Assistant Principal - Learning and Teaching, the Promotions Policy arrangements for students.
- Work in conjunction with the Student Wellbeing Team and staff to ensure school expectations are

implemented and followed. E.g. uniform, respectful behaviour and respect for property, tolerance and community building.

- Proactively support processes that support and sustain the College's values through maintaining records on the College intranet of behaviour infringements, agreements with parents or staff, student behaviour contracts, and restorative processes.
- Ensure that student achievement and excellence is given due recognition in collaboration with the Assistant Principal - Learning and Teaching.
- Take appropriate steps to ensure the College is supervised, well-ordered, calm and free of litter.
- Through the Directors of Campus and the College Leader - Faith and Community oversee the promotion of the College to potential enrolments as well as taking a lead role in the enrolment and induction processes for students.
- In consultation with the College Leader - Faith and Community, and the Registrar, review the annual re-enrolment process to ensure policies and procedures promote maximum understanding for students and their families of pathways and policies.
- Oversee data management for all student wellbeing recordings through the Directors of Campus including but not limited to:
 - online Pastoral Wellbeing Register (bullying, uniform, suspension, study sessions, sickbay etc.)
 - counsellor/social worker reports
 - student attendance (lates and absences).

Child Safe Responsibilities

- The College Leader - Student Wellbeing is one of the designated College Child Protection Officers. (see separate role responsibility)
- Chair of the Child Safeguarding Committee

Communication

- In collaboration with the College Leader - Faith and Community, establish an approval process for all formal communication to parents.
- Use the College learning management system to ensure detailed records of communications relating to all student issues are maintained.
- Advise the Principal about student behaviours that:
 - may invoke the use of the serious offence policy
 - require student suspension
 - will impact on learning and wellbeing (ie. trauma, mental illness etc)
- Chair and lead the Student Wellbeing Team.
- In conjunction with the Assistant Principal - Learning and Teaching, and the College Leader - Faith and Community, assist with establishment and monitoring processes for celebration assemblies.
- Work in cooperation with members of the Leadership Team to ensure arrangements for the School Improvement Framework cycle, including the development of the Annual Action Plan and Annual School Report, are maintained.

Student Transition

- Oversee and implement the start of year student orientation program in cooperation with Directors of Campus and the Assistant Principal - Learning and Teaching.
- In collaboration with the Director of Capacity and Growth, oversee and implement induction arrangements for new Directors of Campus, House Leaders and Learning Mentors.
- In collaboration with the Directors of Campus and the Registrar, oversee enrolment of new students in Years 8 to 12.

COMMUNICATION AND CULTURE

- Promote a culture of high expectations for positive, respectful relationships and behaviour standards for staff, students and families.
- Establish clear classroom structures with consistent expectations for teachers and students regarding participation, behaviour, performance and feedback.
- Promote inclusion, and empower voices of students and families in decision making as partners in learning and wellbeing.
- Ensure avenues of celebration of young people's progress and achievements.
- Lead initiatives within the school to evaluate and improve knowledge of content and teaching strategies and demonstrate exemplary teaching of subjects using effective, research-based learning and teaching programs.

COMMITTEES

Internal	External	Committees
Principal College Leadership Team Academic Staff Allied Staff Students Parents	Kildare Education Ministries CES Sandhurst CECV External support agencies such as Victorian Police, Psychologist, Child First etc	College Leadership Team College Improvement Team Student Wellbeing Team Alumni Committee House Parent Committee Kildare Campus Planning Committee A sub committee of Stewardship Committee Council College Masterplan Committee

CHILD SAFE RESPONSIBILITIES

CHILD SAFE SCHOOL

St Joseph's College is committed to creating and maintaining a child safe environment in which students feel safe and are safe. All College staff must commit to the College principles of Child safety and Maintaining a Child Safe School Environment as outlined at <http://www.sje.vic.edu.au/child-safety>

TERMS AND CONDITIONS

- A commitment to Catholic Education, including accreditation to teach in a Catholic school and to teach Religious Education, or a commitment to attain registration within 2 years of the appointment
- Current registration with the Victorian Institute of Teaching
- Previous experience of senior leadership in Catholic education
- Post Graduate studies in Leadership – Masters level study is desirable, or a willingness to undertake further study relevant to the primary focus of the role
- Ability to work within a distributive and collaborative decision making structure
- A sound grasp of current educational thought and practice specifically in the context of the role
- A vision for the role
- Ability to communicate effectively with the whole school community as well as with the wider community
- Comply with the St Joseph's College Child Safety Code of Conduct and KEM Child Safety Code of Conduct, KEM Ethical Standards Policy
- Capacity to fulfil the requirements of a Fit and Proper Person Declaration
- Refer to the Subject Teacher Role Description for duties and responsibilities

Contract & Conditions	<ul style="list-style-type: none">❖ The role tenure is 4 years. If the contract is not renewed the staff member will return to an ongoing teaching position.❖ The College Leader - Student Wellbeing will engage in a formative review in the second or third year of the role. A summative appraisal will take place in the final year of the role with the panel making a recommendation to the Principal in relation to contract renewal.❖ The College Leader - Student Wellbeing is expected to:<ul style="list-style-type: none">● be available onsite in the week prior to the commencement of the school year and until the gazetted final day● attend planning meetings during holidays or work short periods on weekends if required● perform other appropriate duties as may be required by the Principal. This may include taking on particular projects at the request of the Principal. These projects may be short term or ongoing depending on the nature of the assignment.
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