



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



Position Description

Director of Student Engagement and Connection Years 7-9 Kildare Campus PoL 4

POSITION DETAILS	
College	<i>St Joseph's College Echuca</i>
Reports to	<i>Principal via College Leader - Student Wellbeing</i>
Classification	<i>Teacher</i>
Employment Type	<i>Full time</i>
Time Release	<i>PoL 4 -Minimum of 14 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 (CEMEA) Salary level 1 July 2025 - \$79,589 - \$118,063 + Super PoL 4 1 July 2025 - \$13,019</i>

POSITION SUMMARY

The Director of Student Engagement and Connection Years 7-9 at Kildare Campus is a key leadership position responsible for guiding educational excellence and aligning curriculum with the mission and vision of the College. The role requires a dynamic and visionary leader who will work closely with the Assistant Principal to promote a culture of high expectations, continuous improvement, and Catholic identity.

The Director of Student Engagement and Connection is a member of the College Improvement Team and focuses on encouraging and promoting excellence and achievement amongst all teachers, students and families in our community.

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 kindness 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 and respond to contemporary research and theological thinking through the development and actioning of the school improvement plan. They will facilitate the ongoing development and understanding of the Kildare Ministries Core Values, Living Justice Living Peace 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 works together in leading this thriving school community.

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 Improvement Team teachers should be at a ‘Lead’ standard.

STAFF

- To support staff to build positive relationships with students
- To monitor the College's Staff Dress Code requirements and brief the Assistant Principal - Staffing and Culture accordingly
- To advise the Assistant Principal - Staffing and Culture regarding teaching duties and other relevant staffing matters
- To assist, where appropriate with growth coaching, staff appraisals, staff interviews and employment of new staff
- To liaise with the Assistant Principal - Staffing and Culture regarding staff attendance issues
- To work in cooperation with other key leaders and staff.

STUDENT ENROLMENT

- In cooperation with the Assistant Principal - Staffing and Culture and the College Registrar, participate in the processes by:
 - interviewing prospective school applicants
 - forwarding recommendations regarding student enrolment to the College Leader - Student Wellbeing

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, and this practice is acknowledged as contributing to the effective and meaningful growth and development of staff. All leaders will coach a team of staff that are allocated by the Director of Capacity and Culture. Professional learning is valued and recognised, in particular, as a major contributing factor towards improvement in student learning outcomes.

The Director of Student Engagement and Connection Years 7-9 at Kildare Campus is expected to:

- Collaborate with the College Leader - Student Wellbeing to provide strategic leadership in advancing the Catholic identity and mission of the school.
- Lead the implementation of the College's Strategic Plan with a focus on educational excellence.
- Foster a culture of high expectations, academic excellence, and the continuous pursuit of improvement in teaching and learning.
- Embed high expectations and the pursuit of excellence
- Share with the Principal in being a presence in the school and wider community
- Share with other members of the College Improvement Team, duties related to overall management of the College, including attendance at College events and attendance during holiday breaks as requested.
- Planning, facilitating, and implementing whole-school social-emotional learning programs in collaboration with College Leader - Student Wellbeing
- Coordinating coaching schedules and delivering staff professional learning to enhance classroom management, student engagement strategies, and social-emotional learning practices.

- Facilitating strong partnerships with parents/carers through regular communication and involvement in student support plans, transition processes, and wellbeing initiatives.
- Managing the Year 6-7 transition process, including engagement with families and the provision of targeted support to ensure positive educational outcomes.

This role is integral in fostering a supportive, inclusive, and engaging school environment that prioritises the holistic development and wellbeing of all students.

In addition to the role description for a teacher, the following duties are aligned to the major areas of responsibility of this position of leadership:

STATEMENT OF DUTIES

Specifically, duties include:

- Initiating and implementing Tier 3 Behaviour and Learning Support Plans, including closely working with teachers to engage and connect with students
- Working in consultation with learning enhancement leaders to integrate support plans for classroom teachers
- In collaboration with the Director of Campus, the Director of Learning and Curriculum and the Director of Learning Enhancement, review the provision of social and emotional and curriculum programs for students on alternate programs. This includes annual review of effectiveness of the programs, documentation of the program meeting student outcomes, alternate reporting and mapping of the pathway through to completion of VCE
- In collaboration with the Director of Campus and the Director of Learning and Curriculum, develop and implement the Classroom Mastery program across the campus. This includes role modelling for staff, providing clarity on each step in the process, introducing, refreshing and reminding new and existing staff to our Classroom Mastery Program
- Visiting classroom teachers and providing coaching in our Classroom Mastery tools
- Create a framework for the delivery and implementation of the Resilience Project. This includes engagement with families about the strength and benefits of the Resilience Project
- Provide staff professional learning associated with any aspect of student engagement and classroom management
- Regularly communicate with families of students associated with Tier 3 behaviours and supports
- Keep staff updated on the process of Tier 3 implementation and their responsibilities for each stage
- Oversee the use of the Bloum Data, including explaining this data to staff and working closely with subject teachers to better use this available data.
- Initiate improvement strategies for staff to understand and use student data.
- Facilitate and organise various education workshops, eg vaping, respectful relationships, anti-bullying, social emotional programs, Project Rockit, and Consent Lab.
- Monitor student attendance, explicitly requesting for staff to follow up with students and families. Implementing support plans for families around improving attendance to class and to school
- Promote the benefits of student attendance with students, staff and families

- Sequencing of student programs - whole school programs in consultation with the Director of Student Engagement and Connection (Years 10-12)
- Year 6-7 transition, visits, recommendations and programs
- Build positive working relationships with our local primary schools.

COMMITTEES

- College Improvement Committee
- Student Wellbeing 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 or a commitment to attain registration within 2 years of the appointment
- Hold a current registration with the Victorian Institute of Teaching
- Previous experience of senior leadership in Catholic education
- Post Graduate studies in Leadership, or a willingness to undertake further study relevant to the primary focus of the role
- An 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
- Exhibit an 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

<p>Contract & Conditions</p>	<ul style="list-style-type: none"> ❖ The role tenure is for 3 years. If the contract is not renewed the staff member will return to an ongoing teaching position. ❖ The Director of Student Engagement Year 7-9 will engage in a formative review. ❖ 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 Director of Student Engagement & Connection Year 7-9 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. ➤ These duties are indicative, and the College has the right to vary these duties to accommodate the demands of a changing and evolving educational environment. ➤ Other duties as directed by the Principal
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