



CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

Deputy Principal Student Wellbeing

Title	Deputy Principal Student Wellbeing
Classification	Full-time ongoing
Position of Leadership	Deputy Principal Category B
Time Allowance	32 periods per 10-day cycle (40 period full allotment)
Length of Appointment	3 years (with a possible further three years upon performance appraisal)
Report	Principal
Conditions	Victorian Catholic Education Multi Enterprise Agreement 2018
Membership	College Executive Leadership Team Student Wellbeing Leadership Team (Chair) Primary Links Team (Chair) School Improvement Team (Co-Chair) Live Fully Act Justly Day Committee (Co-Chair) Parent and Friends Association (Chair) College Master Planning Committee Maintenance and Grounds Committee
Direct Reports	Head of Student Wellbeing Year Level Leaders College Counselling Team College Registrar House and Student Leadership Coordinator

Purpose of the Position

The Deputy Principal Student Wellbeing is responsible to the Principal for the duties outlined below in accordance with the College policies and procedures. The role of the Deputy Principal Student Wellbeing, consistent with the College Mission Statement is to provide a vision for and leadership in all areas of student and staff wellbeing and is responsible for driving strategic change and innovation in these areas.

The Deputy Principal Student Wellbeing ensures that the College has sound pastoral care, student management and behaviour policies and procedures that support students, parents, and staff. The Deputy Principal Student Wellbeing oversees the work and development of the Wellbeing Leadership Team. The Deputy Principal Student Wellbeing will develop positive relationships with students and staff to facilitate interest in learning excellence, as well as their personal growth and development. The Deputy Principal Student Wellbeing is responsible for ensuring that all child safety and student wellbeing policies, processes and procedures adhere to Government and Melbourne Archdiocese Catholic Schools (MACS) requirements.

In conjunction with the College Executive Leadership Team and in accordance with the AITSL national teaching standards, the Deputy Principal Student Wellbeing will be integral to the



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development and subsequent implementation of the College Strategic Plan and Annual Action Plan, to facilitate year-to-year school improvement.

The responsibility of the Deputy Principal Student Wellbeing includes strengthening the performance and development culture of the College by promoting an enriching and supportive student wellbeing program, policies and procedures which encourage and exemplify the sharing of skills, knowledge, and ideas. The Deputy Principal Student Wellbeing will support staff development and the creation of programs, which build on the VIT standards: professional knowledge, professional practice, and professional engagement of staff in the area of Wellbeing.

Key Roles and Tasks

The Deputy Principal Student Wellbeing is directly responsible to the Principal, and as a senior leader of the College has membership in a range of teams within the College. Through this, the Deputy Principal Student Wellbeing:

- is a member of the College Executive Leadership Team
- works closely with the Principal and staff to develop processes, programs and policies that support the mission and values of the College
- chairs the College Student Wellbeing Leadership Team, Primary Links Team, Live Fully Act Justly Day Committee and Parent and Friends Association
- is responsible for the effective planning and high-level organisation of the College Child Safety requirements
- will work with other College committees and teams as required by the Principal, commensurate with current duties

Membership of the College Executive Leadership Team

As a member of the College Executive Leadership Team, the Deputy Principal Student Wellbeing will:

- promote the Catholic ethos of the College
- be visibly supportive of the leadership of the College
- work in an honest, open, flexible, creative manner that contributes positively to the operation of the team
- work actively in the College community to implement the vision, direction and decisions of the College Executive Leadership Team
- model a leadership style and approach that reflects and supports the vision of leadership as articulated by the College Executive Leadership Team philosophy
- coordinate and conduct the Annual Review Meetings with staff
- deputise for the Principal when requested
- perform other duties as assigned by the Principal



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Education in Faith

The Deputy Principal Student Wellbeing will assist the Faith and Mission Leader in building, communicating and living out the Catholic Identity of the College, they will:

- promote the religious dimension of the College and support the Religious Education and Faith Development programs (e.g., retreat and reflection days and Live Fully Act Justly Day)
- actively encourage and support student and staff participation in prayer and liturgy within the College
- participate in professional learning and encourage the professional learning of others in the area of Religious Education and Faith

College Events

The Deputy Principal Student Wellbeing, in conjunction with the College Executive Leadership Team, will share responsibility for the coordination and organisation of major public events at the College, including:

- Liturgical Celebrations and Feast Days
- College Tours and Open Days
- Presentation Evening: A Celebration of Excellence
- Year 10 Graduation Ceremony
- Student Leadership Investiture Ceremony
- Whole school and year level assemblies
- Student-Parent-Teacher Interviews
- Parent programs and information evenings
- Official opening of College facilities
- Other College events as required

Student Transition

The Deputy Principal Student Wellbeing will manage student transition for all students enrolling or exiting the College, overseeing:

- effective planning and implementation of all Student Orientation Programmes in collaboration with the Deputy Principal Learning and Teaching
- implementing and communicating effective induction arrangements for new students to the College, including liaising with the Deputy Principal Staff & Operations for all student timetable changes in the College
- the work of the College Registrar and Primary Links Team with the annual Year 7 enrolment processes, including facilitating Primary school visits and coordinating the collection of Grade 6 transition data
- the College Registrar with regards to the new enrolment of students in Years 8-10
- all arrangements for transition of Year 10 students to Catholic Regional College Sydenham, in conjunction with the Learning and Teaching Leader Student Pathways



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Student Leadership

In collaboration with the House and Student Leadership Coordinator, the Deputy Principal Student Wellbeing will:

- encourage student leadership by seeking opportunities for leadership of the peer group, e.g., running assemblies, participating in committees, making recommendations to improve student life at the College
- promote student agency
- provide leadership and training opportunities for Student Leaders
- oversee the Student Leadership Program including:
 - facilitating the selection and role of Student Leaders
 - facilitating Student Leadership meetings
 - overseeing all Student Leadership initiatives, including the annual student leadership camp
 - reviewing and make recommendations regarding Student Leadership positions and structures within the College

Policy and Program Development

The Deputy Principal Student Wellbeing is responsible for the development, coordination, planning and implementation of College policies, programs and procedures relating to Student Wellbeing. This includes:

- developing and communicating policies, practices and procedures for addressing student wellbeing, behaviour and management issues
- reviewing and evaluating the current student wellbeing policies, programs and procedures
- reviewing annual re-enrolment process to identify policies and procedures that promote maximum understanding for students and their families of pathways and policies
- developing the whole school Pastoral Care program, in consultation with the Head of Student Wellbeing, Year Level Leaders, Deputy Principal Faith and Mission and the Deputy Principal Learning and Teaching
- working with the Deputy Principal Learning and Teaching, Digital Learning Services Manager ICT in developing, reviewing and maintaining a Cyber Wellbeing Vision and Plan
- meeting Melbourne Archdiocese Catholic Schools (MACS) Restorative Practices requirements in order to ensure that Restorative Practices in Catholic School Communities accreditation is maintained
- maintaining and developing the Student Wellbeing element of the College Learning Management System (SEQTA)
- leading the implementation of the School Improvement Plan in the area of Student Wellbeing
- responding to emerging wellbeing issues within the community in accordance with Melbourne Archdiocese Catholic Schools (MACS) priorities and guidelines



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- developing and implementing an annual timeline for all College wellbeing events, including whole-school and year-level based assemblies, and guest speakers, house building days and staff professional development days

Guidance and Support

The Deputy Principal Student Wellbeing will lead and support the Wellbeing Leadership Team to develop and implement innovations in student wellbeing programs and initiatives, which include:

- responding to student behaviour and management issues and serious discipline issues
- assisting staff in dealing with inappropriate student behaviour, and where necessary, implementing appropriate behavioural management plans
- as required, direct and assist the Wellbeing Leadership Team to implement, monitor and evaluate support programs, including psychology referrals, and liaising with external agencies when appropriate
- use of restorative practices when dealing with student wellbeing issues, including support of the Wellbeing Leadership Team to communicate outcomes to staff where appropriate
- assisting the Year Level Leaders and all staff to implement and follow up:
 - correct and appropriate behaviour of students
 - the correct wearing of the College uniform
 - lateness, absenteeism and truancy of students
 - the correct use of the Student Wellbeing element of SEQTA
- overseeing and coordinating the College Student Wellbeing referral process
- overseeing and ensuring that detailed records of student incidents, parent/teacher discussions and referrals are kept and appropriately communicated
- liaising with external community organisations to support and promote student wellbeing
- supporting and working with other teams within the school to maximise student wellbeing
- ensuring the appropriate dissemination of information to staff, students and parents via the College Newsletter, meetings, website and the College Learning Management System (SEQTA)
- managing all budgets associated with student wellbeing programs
- a proactive response to student wellbeing issues that may arise

Professional Learning

The Deputy Principal Student Wellbeing will lead and support the professional development of all staff in the area of Wellbeing through:

- providing guidance, support, mentoring and coaching to members of the Wellbeing Leadership team
- working with the College Executive Leadership Team, Operations Team and Wellbeing Leadership Team to develop and implement a whole school approach to Professional Learning in the area of Wellbeing



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- providing comprehensive professional learning to all staff in a range of specific and structured Wellbeing programs. For example, Restorative Practices, Respectful Relationships, Berry Street Education.
- providing guidance and support to staff in the promotion of positive staff wellbeing

Records Management

The Deputy Principal Student Wellbeing will oversee consistent arrangements of wellbeing data management for students including:

- student records, in cooperation with the Registrar
- student attendance and lateness data, including trends and actions for follow up
- health centre data
- enrolment data, including primary school trend data
- all data entered by staff via the Student Wellbeing element of SEQTA, including trends and actions for follow up
- monitoring academic and behavioural progress data (e.g., student-parent interview attendance data, reporting and pastoral care reports)

Child Safety

1. Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
2. Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
3. Provide students with a child-safe environment
4. Uphold a zero-tolerance attitude towards child abuse
5. Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
6. Provide a safe and accessible environment for children with a disability
7. Implement strategies that promote a healthy and positive learning environment

Criteria

Applicants to the position should demonstrate:

1. An understanding and full support of the Catholic Regional College Caroline Springs Vision and Mission Statement and the values that underpin it
2. The capacity to provide leadership that is characterised by a commitment to the Catholic Faith and our College motto *Live Fully Act Justly*
3. A proven capacity to provide leadership in the area of student wellbeing that is characterised by a strong desire for continuous improvement, lateral thinking and innovation
4. A clear vision for the development of student wellbeing and student leadership in a contemporary Catholic College



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5. A clear vision for the professional development of teachers in the area of student wellbeing
6. Competence in the use of ICT in an educational setting
7. Excellent leadership, organisational and administrative skills characterised by highly developed interpersonal and communication skills
8. An ability to work collaboratively and facilitate dynamic teamwork
9. Proven success as an exemplary teacher
10. Appropriate qualifications and educational experience

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the College may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.