



CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

Title	Director of Student Wellbeing
Classification	Full Time Ongoing Teaching Role
Position of Leadership	POL 4
Time Allowance	20 x 70 minute periods per 10 day cycle
Length of Appointment	3 years
Key Reports	Deputy Principal Wellbeing and Principal
Award	Catholic Education Multi Enterprise Agreement 2022
Membership	Wellbeing Leadership Team Students in Focus Team (SIFT) Child Safety Team School Improvement Team (SIT) Technology Advisory Group (TAG)

Purpose of the Position

The Director of Student Wellbeing reports to the Deputy Principal Wellbeing and Principal for the duties outlined below in accordance with Catholic Regional College Caroline Springs policies and procedures. The role of the Director of Student Wellbeing is consistent with the College Mission Statement and to provide leadership in the personal development, pastoral care and behaviour management of students at all year levels.

The Director of Student Wellbeing is an integral part of the Wellbeing Leadership Team at the College and will lead and will work collaboratively with the Year Level leaders assigned at Years 7-10. The Director of Student Wellbeing will advise and support the Deputy Principal Wellbeing in all logistical management and operational matters in order to improve wellbeing, support and performance for students.

The Director of Student Wellbeing provides proactive, high-quality leadership and plays a key role in implementing the College's vision, mission and strategic plan. This leadership role will have an important relationship with Year Level Leaders, the Learning Diversity Leader and their team, as well as the College Counselling Team.

The Director of Student Wellbeing will actively participate in the implementation of the College mission and vision statement and be guided by the College motto of *Live Fully Act Justly*.

Portfolio Responsibilities

1. Work collaboratively with the Deputy Principal Wellbeing and the Year Level Leaders in embedding wellbeing strategies and restorative practices that promote effective student management processes that promote the social, emotional, academic and moral development of students
2. Model effective classroom management strategies and encourage subject and Homeroom teachers to utilise consistent practices when it comes to student management and wellbeing matters
3. Work closely with Deputy Principal Wellbeing to develop, implement and review College wellbeing policies and practices

4. Chair SIFT (Students in Focus Team) meetings for all year levels (Years 7-10) and oversee the support of students with wellbeing, learning and behaviour concerns
5. Co-ordinate the planning and facilitation of Student Development Days for all year levels with the support of Year Level Leaders
6. Work with Deputy Principal Wellbeing to conduct staff annual review meetings
7. Oversee the response to student behaviour management across the College and liaise with and provide mentoring and support to Year Level Leaders, Homeroom teachers, and subjects teachers regarding the management of student wellbeing and the application of consistent wellbeing practices
8. With the support of the Deputy Principal Wellbeing oversee the monitoring of standards of safety, conduct, behaviour, uniform, punctuality and attendance
9. Develop, implement and monitor student management plans at years 7-10
10. Maintain appropriate data and documentation on each student pertaining to any wellbeing matters eg. uniform, attendance, communication with parents, lateness, pastoral and behavioural concerns
11. Work collaboratively to update student wellbeing documentation, notes, and transition information on SEQTA
12. Foster positive relationships with families by conducting and supporting Year Level Leaders and the Deputy Principal Wellbeing at parent meetings
13. Oversee and coordinate the College student wellbeing referral process
14. Implement, monitor and evaluate support programs, psychological referrals and liaise with external agencies
15. Mandatory report to Child Protection/Police and referrals to the Orange Door in collaboration with the Year Level Leaders and Deputy Principal of Wellbeing
16. Provide support to Year Level Leaders or teaching staff in making mandatory reports or referrals to external wellbeing facilitators or providers
17. Ensure appropriate and relevant information is communicated to the Deputy Principal Wellbeing, year Level Leaders, Homeroom and subject teachers regarding the needs and concerns of particular students
18. Ensure the appropriate dissemination of wellbeing information to staff, students and parents is completed through staff briefings, College meetings, the College newsletter and SEQTA
19. In collaboration with various Leadership staff across the College, support the organisation of assemblies, masses, College events and activities, parent information evenings, presentation nights, excursions, camps, sports carnivals and feast days

20. In collaboration with the Deputy Principal Wellbeing respond to emerging wellbeing issues within the community
21. To support the Deputy Principal Wellbeing and College Registrar in overseeing the enrolment process of new students, including interviewing prospective applicants
22. Liaise with the House and Student Leadership Coordinator and take an active role in Student Leadership and House initiatives by attending meetings and collaborating with student leaders
23. Collaborating with Year Level Leaders regarding class lists using Class Solver software
24. Assist the Year Level Leaders and College registrar with the allocation of lockers at each year level
25. In collaboration with the Deputy Principal Wellbeing, assist in the preparation and management of the wellbeing and pastoral budget for wellbeing programs
26. Facilitate lunchtime and after-school Recalls
27. In collaboration with the Deputy Principal Wellbeing, facilitate and oversee administration and processing of suspensions
28. Other duties as assigned by the Principal and Deputy Principal Wellbeing

Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- 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
- 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
- Undertake role as a Child Safety Officer and a key member of the Child Safety Team
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment
- Collaborate with external agencies, with the support of the Director of Student Wellbeing and Deputy Principal Wellbeing to support child safety, student wellbeing and learning

Key Selection Criteria

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 commitment to Child Safety and the wellbeing of young people and a strong knowledge and understanding of Child Safety legislation and responsibilities
4. A proven capacity to provide leadership that is characterised by a strong desire to develop the 'whole' student
5. Planning for and implementing effective wellbeing strategies and student management processes
6. Excellent leadership, organisational and administrative skills

7. 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.

Application Procedure

Prospective candidates are asked to submit their application via our employment portal (crccsvic.bamboohr.com/careers).

Applicants will be required to submit a cover letter addressing the key selection criteria (maximum 4 x A4 pages) along with an up-to-date resume.

Applications should be addressed to the College Principal Mr Jamie Madigan

Applications close: 9am Monday 21st August