



## JOB DESCRIPTION & PERSON SPECIFICATION

### Director of Student Wellbeing (7-12)

<b>College Department</b>	Teaching
<b>Position Title:</b>	Director of Student Wellbeing (7-12)
<b>Report To:</b>	Head of Wellbeing (R-12)
<b>Classification Level (PAR):</b>	10 Leadership Points - \$1,835.18 per point pa
<b>Salary:</b>	As per the Lutheran Schools SA Enterprise Agreement Proficient Teacher 6 - \$116,875 pa
<b>Tenure:</b>	The successful applicant will obtain a full-time, permanent teaching position. The role of Director of Student Wellbeing (7-12) will be a fixed-term contract Position of Additional Responsibility (PAR) for 5 years.
<b>Teaching Load:</b>	The Director of Student Wellbeing (7-12) has a teaching load of approximately 0.2 FTE.

### COLLEGE PURPOSE

We are a welcoming, caring, Christ-centred learning community where students grow, flourish and are inspired to make a difference.

### COMMITMENT TO CHILD SAFETY AND WELLBEING

St Martins Lutheran College has a zero-tolerance approach regarding harm to children and young people and is committed to acting in students' best interests and keeping them safe from harm.

Each member of the College has a responsibility to understand the important and specific role that they play individually, and collectively, to ensure that the wellbeing and safety of all students is at the forefront of all that they do, and every decision that they make.

## JOB DESCRIPTION

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### 1. Position Summary

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The Director of Student Wellbeing (7-12) works to support the responsibilities and duties of the Principal, Deputy Principal, Head of Wellbeing (R-12), and other leaders across the College. The Director of Student Wellbeing (7-12) works closely with the Wellbeing Leaders (7-12) in all matters relating to the management and care of students in Years 7-12. In conjunction with the Deputy Principal, Head of Wellbeing (R-12) and the Wellbeing Leaders (7-12) they will lead and inspire students in processes and practices that nurture and enhance student wellbeing, learning and engagement in school life. The Director of Student Wellbeing (7-12) will promote the holistic development of each student within a collaborative and integrated learning community.

In addition to leadership responsibilities, this position will also include a teaching allocation.

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### 2. Reporting and Working Relationships

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- Responsible directly to the Head of Wellbeing (R-12).
- Member of the Senior Leadership Team.
- Member of the College's Wellbeing Committee consisting of the Head of Wellbeing (R-12) College Counsellors, Learning Diversity Leaders, Director of Student Wellbeing (R-6), Wellbeing Leaders (7-12) and Wellbeing Leader (R-6)
- Oversee the Wellbeing Leaders (7-12).

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### **3. Key Responsibilities**

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The specific tasks outlined in this position description are not exhaustive and the demands of the role require flexibility to adjust to the changing nature of the College and the needs of students. The ability to perform any other duties as directed by the Principal is essential.

#### **Strategic Leadership and Management**

- The encouragement of high ethical standards of Year 7-12 students and staff.
- The responsibility of keeping the Head of Wellbeing (R-12) aware of trends, developments and recommendations in student welfare.
- Oversee the wellbeing and discipline of all students including student attendance and induction/orientation of new students (7-12).
- Work with the Deputy Principal, Head of Wellbeing (R-12), Wellbeing Leaders (7-12), Learning Diversity Leader (7-12) and College Counsellors in developing and reviewing pastoral care programs and wellbeing practices.
- Provide professional support to students and staff (7-12).
- Lead the orientation program for Year 6 into Year 7.
- Lead the transition programs from Year 7 through to Year 12.
- Exercise a high level of visibility and presence across all year levels (7-12).
- Actively share in the development of the Christian ethos of the College, taking Year 7 to 12 devotions/worship and promoting Christian values.
- Advise and assist the Head of Wellbeing (R-12) in relation to any calendar items for the upcoming year.
- Conduct parent information evenings during the year when required.
- Work closely with the Learning Diversity Leader (7-12); College Counsellors and Wellbeing Leaders (7-12) in areas related to student wellbeing.
- In collaboration with Wellbeing Leaders (7-12) and Learning Diversity Leader (7-12) use relevant data to place students into appropriate classes.
- In liaison with the Head of Wellbeing (R-12) and Head of Learning, Teaching & Innovation (R-12) contribute to the induction of teachers.
- In collaboration with the Wellbeing Leaders (7-12) ensure that Year 7 to 12 teachers are provided with appropriate information and resources specifically related to Year 7 to 12 wellbeing practices and programs.

#### **Student Wellbeing and Support**

- The Director of Student Wellbeing (7-12) is responsible for overseeing the Year 7 to 12 pastoral care programs and behaviour support systems.
- The Director of Student Wellbeing (7-12) is supported by the Wellbeing Leaders (7-12) and Homegroup teams.
- Liaise with Wellbeing Leaders (7-12), the Learning Diversity Leader (7-12) and Homegroup Teachers in identifying students 'at risk'.
- Conduct parent meetings in consultation with Wellbeing Leaders (7-12) on matters relating to student wellbeing or issues relating to student management.
- Promote and implement restorative practices.
- Attend and participate in College Wellbeing Committee meetings.
- Involve and communicate with outside agencies (e.g. DCP, CARL etc).
- In conjunction with the Wellbeing Leaders (7-12) and the Learning Diversity Leader (7-12), coordinate special programs to support students.
- Collaborate with the Head of Learning, Teaching & Innovation (R-12), SACE, Careers and VET Coordinators, Learning Leaders (7-12), and the Wellbeing Leaders (7-12), in the subject selection and change process for students, ensuring alignment with student learning and wellbeing goals.
- Oversee the implementation of procedures to support students in making informed decisions regarding subject choices, taking into consideration their academic abilities and wellbeing needs.

- Undertake the role of Child Safety Officer for Year 7 to 12 alongside the Head of Wellbeing (R-12).
- In liaison with the Indigenous Education Coordinator, ensure that indigenous students are appropriately supported.
- In liaison with the Learning Diversity Leader (7-12), ensure that strategies for students with diagnosed learning needs are actively implemented and reviewed regularly.

#### **Behaviour support policy and processes**

- Support the Wellbeing Leaders (7-12), Homegroup Teachers and subject teachers, with ongoing student behavioural issues.
- Coordinate the Positive Interactions Policy and in particular the levelled consequences for breaches to this, including the referral process.
- In conjunction with the Wellbeing Leaders (7-12), communicate with families regarding ongoing or serious behavioural issues.
- In conjunction with the Wellbeing Leaders (7-12), take responsibility for the oversight of the correct wearing of the College uniform for students in Year 7 to 12.
- Follow up on reports of bullying according to the relevant Policy.
- In collaboration with the Deputy Principal and Head of Wellbeing (R-12) participate in the ongoing review of relevant College policies and programs.

#### **Student leadership**

- Collaborate with the Principal, Deputy Principal and Wellbeing Leaders (7-12) to facilitate the application and appointment process for student leadership (7-12).
- Coordinate the Student Leadership Program (7-12).
- Coordinate Student Leaders meeting (7-12).
- Develop and oversee the College SRC (7-12) and coordinate SRC meetings and provide logistical assistance and guidance when necessary.
- In conjunction with the Head of Wellbeing (R-12) and the Wellbeing Leaders (7-12), organise student leadership development programs.

#### **Community relations**

- Liaise with community groups as appropriate.
- Assist with the coordination of student community involvement.
- Establish and maintain professional contacts within equivalent roles in other Lutheran and Independent schools throughout South Australia and Australia.
- Establish and maintain effective communication with Year 7 to 12 parents.
- Liaise with the Enrolments Registrar regarding current and prospective enrolments.
- In collaboration with the Enrolments Registrar and the appropriate Wellbeing Leader (7-12), interview prospective students and their parents for places across Year 7 to 12.

#### **Organisation and Administration**

- Oversee the maintenance of appropriate records for Year 7 to 12 students.
- Update Wellbeing Leaders (7-12) regarding specific student situations and Court Orders.
- In partnership with the Head of Wellbeing (R-12) and Wellbeing Leaders (7-12), contribute to Information Evenings as appropriate.
- In consultation with the relevant Wellbeing Leader (7-12), oversee Year 7 to 12 experiences, including but not limited to Devotions, Assemblies, Camps and, with the Director of Ministry, the 7 to 12 End of Year Worship Services/Awards Ceremonies
- In consultation with the Head of Learning, Teaching & Innovation (R-12) and relevant Wellbeing Leader (7-12), manage the coordination of report writing and proofing processes for students in Year 7 to 12.
- Contribute regular articles to College publications.
- Oversee and manage the wellbeing budget for Year 7 to 12.

## PERSON SPECIFICATION

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### 1. Educational/Vocational Qualifications

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- Relevant tertiary qualifications (e.g. Bachelor of Education) with post graduate studies in Educational Leadership, Learning, Wellbeing, Counselling, Curriculum Design, Theology or similar.
  - Current Teacher Registration (South Australia).
  - Current and satisfactory Working with Children Check (WWCC).
  - Current mandatory reporting certificate (Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC)).
  - Current First Aid Certificate (or be willing to obtain).
  - Be willing to obtain or have accreditation status as a Teacher and Leader in Lutheran Schools.
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### 2. Personal Skills, Abilities and Aptitude

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#### Skills

- High level skills in establishing effective and positive working relationships with staff, students and parents.
- Effective leadership skills in administration, planning and programming.
- High level skills in people management and organisation, including a capacity to provide constructive feedback to team members about the achievement of goals.
- Skills and experienced in using technology relevant to teaching, learning, wellbeing and school management.
- High level oral and written communication skills.
- A strong capacity to work within a team initiating and leading change.
- Skills in student counselling.

#### Abilities

- The ability to relate the Gospel message to their role within the College and encourage a spirit of Christian care amongst staff and students.
- A passion for working with and supporting young people on their journey through school education.
- The ability to document, implement and monitor administrative procedures.
- The ability to deal with sensitive and confidential matters.
- The ability to make decisions and have the conviction to uphold them.
- The ability to promote positive staff morale and team ethic.
- High levels of initiative and responsibility.
- The ability to work with a team to deliver high quality wellbeing programs and support to students, alongside proven initiatives to improve student achievement.

#### Aptitude

- The capacity to inspire others and to accept constructive feedback from others in respect to the effectiveness of one's endeavours.
- The capacity to develop and implement flexible structures, processes and programs within Year 7 to 12, which are aligned with the College's Wellbeing Principles.
- The capacity to model a relationship-based approach to student wellbeing.
- An approach that is inclusive and celebrates the diversity of the student and staff population.

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### **3. Experience**

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- Demonstrated organisational and educational leadership, and a record of success in achieving agreed goals in collaboration with others.
- Demonstrated success in developing and implementing Year 7 to 12 wellbeing programs and achieving objectives through structured processes.
- Demonstrated success in the appropriate application of technology within a school context.
- Be able to leverage diverse educational experiences to enhance strategic wellbeing outcomes.

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### **4. Knowledge**

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- A thorough understanding of current and emerging educational trends and their implications for schools.
- A thorough understanding of contemporary pedagogy and the capacity to improve learning outcomes for students through wellbeing programs.
- A thorough understanding of the learning needs and contemporary educational environment of school students.
- An understanding of Australian Curriculum and a capacity to develop an understanding of SACE and VET, and their associated assessment practices and procedures in a short time.
- An understanding of relevant technologies and their applications for student wellbeing.
- An understanding of contemporary youth culture and how it impacts on the spiritual lives and wellbeing of students and staff.
- Knowledge of, and a commitment to, the use of Restorative Practices.
- Knowledge and experience of coaching/mentoring students and staff.

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### **5. Professional Responsibilities**

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- A personal commitment to the College's Purpose, Vision, Mission and Values underpinning the delivery of a Christian education to students in the College.
- Be aware of and act in accordance with all College policies, procedures and guidelines.
- Maintain and uphold strict confidentiality in all matters related to the operations of the College.
- Cooperate fully with the Principal and other members of the staff and be sensitive to the contexts of the College.

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### **6. Work Health and Safety**

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- Comply with the College's WHS Policy.
- Take reasonable care for your own health and safety.
- Take reasonable care for the health and safety of co-workers and ensure that your actions do not put anyone at risk.
- Use and maintain equipment properly.
- Ensure that your work area is free of hazards.
- Report safety incidents.
- Cooperate with St Martins Lutheran College in anything that you are required to do to ensure a safe workplace.
- Be willing to undertake the role of Emergency Warden.

# APPROVAL

## Job Description & Person Specification Approved

Alan Connah

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Principal (Print Name)

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(Signature)

Date:

## Acknowledged by Person Selected

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(Print Name)

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(Signature)

Date: