



Position Description

Title: **DIRECTOR OF STUDENT WELLBEING – COBBLEBANK CAMPUS**
Responsible to: Principal
Report to: Deputy Principal - Head of Campus

REMUNERATION & TIME ALLOWANCE

Position of Leadership Allowance: POL 4
Tenure: Three years with a mid-term appraisal.

Time Allowance: 14 periods per cycle

The Director of Student Wellbeing is expected to commit to the vision and values of St Francis Catholic College and carry out the role in a manner that reflects the vision and values articulated in the College Mission Statement in accordance with the School Implementation Framework (SIF) and the College Annual Action Plan (AAP).

STATEMENT OF DUTIES	
Commitment to Catholic Education	• Demonstrate an understanding of the ethos of a Catholic school, in particular, the Franciscan and House Charisms. • Demonstrate an understanding of Church teachings and the staff members role in the mission of the Church. • Demonstrate a capacity to integrate Church teachings into all aspects of curriculum. • Demonstrate ability to help students understand and appreciate Catholic teachings through personal example. • Compliance with the Accreditation Policy of the Victorian Catholic Education Authority (VCEA). • Demonstrate a commitment to Franciscan education informed by the Franciscan Schools Australia Framework.
Commitment to Child Safety and Wellbeing	• Be familiar with and comply with the College Child-Safety Policy and Code of Conduct, and any other policies or procedures relating to child safety. • Assist in the provision of a child safe environment for students. • Actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College. • Demonstrate ability to provide a duty of care for students in relation to their physical and mental wellbeing. • Maintain currency with legal obligations in relation to child safety - mandatory reporting and reportable conduct.
Teaching Duties and Responsibilities	• Be aware of MACS schools Flourishing Learners position statement –<i>Vision for Instruction</i>. • Promote and foster the implementation of the College strategic plan and annual implementation plan. • Work with DP Head of Campus to enact the Student Wellbeing Framework.

STATEMENT OF DUTIES	
	• Set goals for developing and implementing a culture of best practices in student wellbeing at the College. • Implement strategies that promote a healthy and positive learning environment. • Work collaboratively to develop a comprehensive and proactive student wellbeing program. • Participate in regular review and continual improvement of wellbeing programs at the College. • Collaborate in the development of wellbeing programs that allow students to have a voice and raise concerns. • Maintain currency in developing best practices in wellbeing and behaviour management and present proposals to the leadership team for improved practices at the College. • Foster a culture of positive relationships where students are taught the skills of wellbeing through a wide range of differentiated evidence-based interventions. • Develop and monitor strategies to promote growth in student resilience. • Work with the DP Head of Campus, to oversee the monitoring of behaviour, uniform, punctuality and attendance. • Champion predictable routines and consistent consequences across the College. • Monitor the tone of the classroom and yard in relation to student engagement, behaviour and wellbeing. • Provide effective and creative leadership in the development of authentic relationships between staff and students. • Use a restorative approach in managing issues between staff, students and parents. • Inspire and encourage the College community to have high expectations and value excellence in all aspects of pastoral care and student wellbeing. • Exercise pastoral care in a manner that reflects College values. • Work closely with Learning Diversity Leaders, College psychologists and the EAL leader to ensure the needs of all students are identified and supported. • Ensure staff fulfil their responsibilities and the College expectations with respect to student wellbeing. • Ensure the College maintains and further develops attendance procedures. • Ensure accurate recording, secure access and appropriate sharing of information relevant to individual student wellbeing, student management and attendance records is followed by staff. • Oversee the management of individual student health and medical needs. • Chair House Leader and Case management meetings. • Undertake the role of one of the College's Child Protection Officers. • Mentor and support members of the Wellbeing Team in their roles. • Support House Leaders to build capacity and best practices in their staff. • Work collaboratively across campus to ensure consistency in Student Wellbeing. • Work collaboratively with the Transition Coordinator to ensure a smooth transition of students to secondary school. • Support House Leaders with developing class lists using Class Solver

STATEMENT OF DUTIES	
	software. • Demonstrate exemplary learning and teaching practices and a commitment to continuous improvement in pedagogy. • Provide accurate student wellbeing data to staff to inform classroom practice. • In collaboration with the DP Head of Campus, recommend professional learning that builds capacity in all staff. • Lead high-quality professional conversations that enhance professional knowledge, expectations, and practice. • Actively build team psychological safety and collective efficacy. • Participate in a formal appraisal process. • Embrace the use of information and communications technologies to enhance learning. • Actively coach staff through the SFCC GROWTH Coaching Model. • Assist with the enrolment interviews for incoming students. • Commit to ongoing professional learning. • Be open to researching areas of interest relevant to directions provided in the SIF and AAP. • Continue development of ICT skills as technologies evolve. • Participate in the staff appraisal process. • Be an active member of a relevant professional association as duties permit. • Support collegial learning by acting as a mentor or supervising and supporting a student teacher. • Support and be involved in the co-curricular program where appropriate. • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. • Contribute to the College publications, including regular newsletter articles, Instagram, and Facebook posts. • Maintain currency of first aid, mandatory reporting and anaphylaxis and CPR training. • Attend all relevant school meetings including House Leader meetings and after school services/assemblies, sporting events, Mass, community, and faith days as well as professional learning opportunities. • Participate in duty supervision as rostered and other supervision duties when required. • Demonstrate professional and collegiate relationships with colleagues. • Uphold the professional standards expected of a teacher. • Other duties as directed by the Principal.

SELECTION CRITERIA	
Commitment to Catholic Education	• Demonstrated capacity to model the ethos of a Catholic school and its mission, in particular, the Franciscan Charism and House members role in the mission of the Church. • Demonstrated capacity to integrate Church teachings into all aspects of the curriculum.

SELECTION CRITERIA	
	• Ability to help students understand and appreciate Catholic teachings through personal example. • Compliance with Accreditation Policy of the Victorian Catholic Education Authority (VCEA). • Demonstrated commitment to Franciscan education formed by the Franciscan Schools Australia Framework.
Commitment to Child Safety and Wellbeing	• Demonstrated understanding of child safety. • Experience working with children, demonstrating understanding of appropriate behaviours when engaging with children. • Ability to actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College. • Familiarity with legal obligations relating to child safety, including mandatory reporting and reportable conduct. • Demonstrated capacity to provide a duty of care for students in relation to their physical and mental wellbeing.
Skills and Experience	• Ability to work collaboratively as part of a team. • Demonstrated excellent oral and written communication skills, including ability to communicate with students, parents/carers, and school community. • Demonstrated experience and proven record in effective learning and teaching skills, including management of mixed ability classes. • Demonstrated capacity to lead effective change management processes. • Ability to demonstrate an understanding of appropriate behaviours when engaging with children. • Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions. • Demonstrated leadership qualities. • Demonstrated self-motivation and confidence with an ability to build capacity in others. • Ability to utilise data to improve student wellbeing outcomes. • Ability and willingness to accept policy directives. • Highly effective organisational skills.
Education and Experience	• Essential: • Teaching qualifications. • Current Victorian Institute of Teaching (VIT) registration. • Accreditation to teach in a Catholic school (or be working towards such accreditation). • Relevant post-graduate studies (or working towards such qualifications). • Desirable Other: • Accreditation to Teach Religious Education (or working towards).