



ROLE DESCRIPTION

Position Title	Director of Students
Reports to	Deputy Principal
Basis of Employment	Fixed Term – 3 years, POL4,
Date Edited by	August 2023 Principal

St Mary's College is proudly a Catholic school in the Edmund Rice tradition. It is expected that all staff will support and respect the EREA Touchstones which underpin the mission of the College. This includes upholding the religious and spiritual values of St Mary's College, the pastoral and community beliefs which are Gospel driven, and determine all interactions with students and colleagues. Staff are expected to optimistically engage with a range of important cultural characteristics of Edmund Rice education that include commitments to the safety and wellbeing of children.

Position Summary

The role of the Director of Students is to lead student well-being and formation at St Mary's College. It is undertaken in partnership with, and under the guidance of, the Deputy Principal. This work is driven by the College's Values: Respect, Justice, Compassion, Inclusive and Courage. The Director of Students leads, mentors and collaborates with Pastoral Leaders, to develop protocols and approaches that guide and support the formation, wellbeing and pastoral care of students, and other members of the College community. The Director of Students has oversight of the implementation of the Respectful Relationships program and must ensure that a broad range of proactive strategies such as restorative practice and 'positive behaviours' are applied to support the growth of students, teachers and families. The Director of Students supports the Principal in enacting the strategic priorities of the College Strategic Plan, and is a member of the College Leadership Team.

Professional Conduct

- Being familiar and compliant with, and proactively supporting the implementation and communication of College Child Safe policies, procedures, measures and practices including, but not limited to, the Child Protection and Child Safety Policy, Reportable Conduct Scheme, Mandatory Reporting, Staff and Student Professional Boundaries Policy, the St Mary's College Child Safety Code of Conduct and the EREA Code of

Conduct, and the timely completion of all required child safety training and other requirements.

- Actively contribute to the College Child Safe culture.

As a member of the Leadership Team

- Publicly exhibit support of the Leadership of the College.
- Support implemented directions and decisions of the CLT.
- Provide opportunities for staff input into CLT considerations and provide appropriate and comprehensive feedback.
- Represent the CLT in forums external to the College.
- Liaise effectively and consistently with the Principal regarding issues relating to leadership of the College.
- Act upon directions from the Principal regarding the leadership of the College.
- Model a leadership style and approach which reflects and supports the culture of leadership articulated by the Principal.
- Attend a broad range of College functions and meetings as necessary.
- Contribute to all policy discussions.

Key Responsibilities

Specific responsibilities of the role

- Liaising with the Deputy Principal, to lead the administration of student pastoral care and formation by:
 - meeting regularly with the Deputy Principal and Pastoral Leaders regarding students.
 - ensuring adequate student records including attendance are maintained in accordance with College guidelines.
 - developing relationships with outside agencies to respond to significant wellbeing concerns and issues (eg. Headspace).
- Liaising with the Deputy Principal, to implement pastoral care policies including Child Safe policies (Child Safe Standards), Student Wellbeing policies and any other related policies.
- Liaising with the Deputy Principal, to develop leadership capacity within the students, particularly in leading the Student Representative Council and the Year 10 Campus Leaders.
- Supporting the Pastoral Leaders, to:
 - develop their leadership capacity in the area of student wellbeing.
 - develop positive working relationships with all the students they lead and their parents / carers.
 - implement the Pastoral Care and Formation program including the Respectful Relationships program.
 - implement the various policies and procedures of the College in support of student formation and wellbeing.
 - respond to wellbeing and management issues where the issue is of a serious nature.
 - have a presence among the students.

- Supporting the Pastoral Leaders, to transition students and parents into St Mary's College.
- Working closely with the Student Counsellor, to ensure the needs of vulnerable students are appropriately addressed and communicated.
- Member of Student Services Team.
- Member of the Child Safety Team.

Professional Development

- Demonstrating a commitment to ongoing professional development.
- Commitment to researching areas of interest relevant to the role and directions provided by the College such as the link between learning and wellbeing.
- Participating and where appropriate, leading aspects of the St Mary's College Professional Learning Communities and Annual Review Meeting processes.
- Attending College meetings, staff professional development and faith development sessions.
- With the Deputy Principal, developing and evaluating contemporary pedagogies to enhance student learning about wellbeing.

Other Duties:

- Member of Critical Incident Management Team

Undertaking any other duties as requested by the Principal and Deputy Principal and the College Business Manager that are consistent with the *Victorian Catholic Education Multi Employer Agreement 2018* (VCEMEA).

Support Staff

The Director of Students will be supported by a range of personnel, including:

- Principal
- Deputy Principal
- College Counsellor
- Pastoral Leaders
- St Mary's College teaching staff

August 2023