



ST MARY'S COLLEGE

ROLE DESCRIPTION

Position Title	Pastoral Leader
Reports to	Director of Students / Deputy Principal
Term of position	3 Year Appointment – POL 2, 2.5pph
Date Edited by	October 2022 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

As an educational leader at St Mary's College, Pastoral Leaders share responsibility for the spiritual development, pastoral formation and education of all students. This involves developing a culture of respectful relationships by implementing effective pastoral practices which provide for students' welfare and supporting the efforts of staff in students' holistic growth.

It is the expectation that all Pastoral Leaders have a restorative perspective of student behavior formation and demonstrate commitment and support for all aspects of College life. Informed by St Mary's College values, the Pastoral Leader is responsible for the wellbeing, behavior support, guidance and learning of all students within the year level. Pastoral Leaders are accountable to the Principal and the Deputy Principal through the Director of Students.

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 Safeguarding (safety and Wellbeing) Policy and Procedures, Reportable Conduct Scheme, Mandatory Reporting, 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.
- Represent the College to students, parents, professional bodies and the wider community in a positive and professional manner.
- Demonstrate professional and collegial relationships with colleagues.
- Support the Director of Identity in the faith formation and spiritual development of international students.
- Demonstrate a duty of care to students.

Key Responsibilities:

LEADERSHIP

- Lead the overall pastoral care of the students in the Year Level.
- Be familiar with best practice in the area of gender inclusive student care and welfare, in particular the principles of positive behavior support, respectful relationships and restorative practices.
- Engage in professional discourse with staff on an individual and group basis through regular feedback.
- Regularly communicating with stakeholders (students, parents, school personnel) to affirm student growth and to collaborate in addressing issues of concern.
- Support Pastoral and Class teachers in the administrative and pastoral care of students in their year level, ensuring a gender inclusive environment.
- Lead a team of Pastoral Care Teachers to ensure that Pastoral Care Period promotes student connectedness, wellbeing and agency.
- Work closely with the Director of Students to construct and implement a pastoral program that reflects the College's vision of a positive and inclusive school environment.
- Represent the College to students, parents, professional bodies and the wider community in a positive and professional manner.
- Demonstrate professional and collegial relationships with colleagues.
- Support the Director of Identity in the faith formation and spiritual development of students in the Year Level.

ADMINISTRATION

- Ensuring the provision of a child-safe, gender inclusive environment for students.
- Demonstrating a duty of care to students in relation to their wellbeing.
- Exercising pastoral care in a manner which reflects College values.
- Implementing strategies which promote a healthy, positive and productive learning environment.
- Engaging with students and parents in a professional manner consistent with the St Mary's values.
- Handling personal and/or confidential information in an appropriate manner in accordance with College policy.

MANAGEMENT

- Supporting and assisting the Director of Students in administrative, supervision, student management and wellbeing matters.
- Supporting and assisting the Director of Students to be data informed in the management, administration and supervision of students and in handling wellbeing matters.
- Manage the student tracking system to identify students 'at risk' and those engaging in positive and negative behaviors. Use data from student management system to monitor attendance, communicate with students, parents and teachers, and to monitor behavior

and develop strategies to reinforce good behaviors. Address behavior that does not meet the College's expectations.

- Ensuring restorative processes and positive behaviours philosophies drive student guidance and development.
- Conduct meetings of Year Level teachers, Pastoral Care Teachers (PCTs) and other staff on the welfare of individual students.
- Attend regular meetings of Pastoral Leaders, Director of Students and the Deputy Principal.
- In conjunction with PCTs, monitor and follow up uniform indiscretions, student absences and punctuality.
- In conjunction with PCT's, as required, supervise Reflection and Development periods
- Provide a presence in the school yard, in particular high traffic areas and peak student gathering times, to promote positive behaviours.
- Inducting new students into the Year Level and attending to their administrative details.
- Coordinating/organising Year Level assemblies and events specific to Year Level.
- Taking responsibility for the coordination and implementation of Year Level specific activities.
- Management of physical resources and budgets related to the respective Year Level.
- Disseminate news within the year level, particularly students' achievements, and general notices.
- Other duties as assigned by the Principal.

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

Support Staff

The Pastoral Leader will be supported by a range of personnel, including:

- Principal
- Deputy Principal
- Director of Students
- Student Counsellor
- Pastoral Care Teachers
- Transition Coordinator
- St Mary's College teaching staff