



## ROLE DESCRIPTION

Position Title	Year 9 Program and Pastoral Leader
Reports to	Deputy Principal / Director of Students / Director of Learning & Teaching
Term of position	3 Year Appointment – POL 3, 12 PPC
Date	September 2024

St Mary's College (SMC) is a Catholic school in the Edmund Rice tradition. It is expected that all staff will support and respect the Catholic traditions and the Edmund Rice Education Australia (EREA) Touchstones which underpin the mission of the College. This includes upholding the religious and spiritual values of SMC, 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 commitment to the safety and wellbeing of children.

### Position Summary

As an educational leader at St Mary's College, the year 9 Program and Pastoral Leader has the responsibility for the religious and spiritual development, pastoral and behavioural formation, and education of all Year 9 students.

The Program and Pastoral Leader heads a dedicated team of teaching staff working closely with students in a stimulating learning environment where positive relationships, student voice and wider world thinking are prioritised. The Program connects students with the wider community in rich and meaningful ways, working with local councils and community groups, Indigenous groups, voluntary organisations and businesses. Students learn how they can impact the world in practice as responsible and compassionate young people empowered by their ability to make a difference.

The Year 9 Program at St Mary's College aims to be a significant and positive experience in the life of the Year 9 students in our care, targeted to the specific needs of adolescents, providing opportunities for every student to become independent, interdependent and active learners through rich and innovative curriculum that awakens and stimulates their intelligence. The Program and Pastoral Leader should be cognisant of the changing stages of young people's lives and strive to guide our young people through this exciting stage of their lives within a co-educational context.

### **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.
- Demonstrate a duty of care to students.
- Handle personal and/or confidential information in an appropriate manner in accordance with College policy and procedures.

### **Key Responsibilities:**

- Responsible for leading the day to day running of the program, ensuring the unique character of the program remains authentic.
- Responsible for the planning of events, projects and activities relevant to the program, including excursions and incursions.
- With the support of the Director of Learning and Teaching, and Learning Leaders, provide leadership in the area of curriculum, in particular in relation to adolescent education and in ways that promote the unique nature of the Program curriculum offering.
- Lead the overall pastoral care and welfare 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.
- 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.
- Work closely with the Director of Students and Director of People, Culture and Identity to construct and implement a pastoral program that reflects the College's vision of a positive and inclusive school environment, as well as the religious and spiritual foundations of the school.

- Supporting and assisting the Director of Students in administrative, supervision, student management and wellbeing matters.
- Manage the student behaviour tracking system to identify students 'at risk' and those engaging in positive and negative behaviors, ensuring restorative processes and positive behaviour philosophies drive student formation and development.
- Attend regular meetings of the Pastoral Leaders Team and the Faith and Mission Team.
- 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 needs.
- 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.
- Development of a thematic approach and identity for the year 9 Program.
- Other duties as assigned by the Principal.

#### 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.

Undertaking any other duties as requested by the Principal that are consistent with the *Victorian Catholic Education Multi Employer Agreement 2022 (CEMEA)*.

#### **Support Staff**

The Year 9 Program and Pastoral Leader will be supported by a range of personnel, including:

- Principal
- Deputy Principal
- Director of Students
- Director of Learning and Teaching
- Director of Identity, People and Culture
- Learning Area Leaders
- Student Counsellor
- Year 9 Pastoral Care Teachers