

Deputy Principal (Pastoral Care)

Position Overview

The Deputy Principal (Pastoral Care) is actively involved in all aspects of school life, particularly in nurturing an authentic community of faith; developing a shared vision for the school and in continually improving student learning and wellbeing outcomes. They support and further develop the College ethos encapsulated in Jesus' invitation to *love one another as I have loved you*.

The Deputy Principal (Pastoral Care) has overall responsibility for the implementation of the MACS Vision for Engagement, the Student Wellbeing component of the School Improvement Plan and for developing the policies, procedures and practices to strategically support a holistic, positive, trauma-informed and hope-filled approach to student engagement and wellbeing.

Organizational Relationships

The Deputy Principal (Pastoral Care) reports to the Principal and is a member of the College Leadership Team.

Committees and Teams

- College Leadership Team
- Pastoral Team (Chair),
- Student Wellbeing and Learning Team (SWaLT)
- Operations Team.

Direct Reports

- Director of Student Engagement and Wellbeing
- Year Level Leaders
- School Counsellor
- Student Development Leader
- Multicultural Education Aides (Vietnamese, Burmese, Dinka, Arabic)
- Student Wellbeing and Engagement Officer

Statement of Duties

Care, Safety and Wellbeing of Students.

- Maintain and promote a safe, inclusive and welcoming school environment where students are known, connected, and able to learn.
- Build positive relationships, school spirit and a sense of community across the school.
- Lead the ongoing implementation of the Berry Street Education Model.
- In collaboration with students, staff and families, clearly articulate expectations around the behaviour for students, staff and all community members. Monitor these and challenge conduct if not meeting

	<p>expectations.</p> <ul style="list-style-type: none"> • Promote and implement the College <i>Rights and Responsibilities, Consistent Predictable Routines</i> and <i>Restorative Practices</i>. • Support the work of Year Level Leaders in managing student behaviour, engagement and wellbeing, taking a more direct role around serious issues. • Assist staff in dealing with inappropriate student behaviour, and where necessary, implement appropriate consequences. • Continually review pastoral care policies and procedures, in light of identified student needs, and ensure that policies and practices are aligned with MACS policies. • Use wellbeing data to develop initiatives to further develop student engagement and wellbeing. • Work with the families of students with complex wellbeing, engagement and student behaviour needs. • Respond to concerns raised by families. • Further implement <i>Response to Intervention</i> in relation to student wellbeing and behaviour. • Facilitate the <i>Student Wellbeing and Learning Team (SWaLT)</i> process. • Liaise with relevant agencies and services to support students and their wellbeing, and where needed to arrange care team meetings. • Oversee record keeping in relation to child safety, student wellbeing and student management. • Oversee the student wellbeing component of the SIMON Learning Management System. • Regularly report to the school community on pastoral care through the newsletter and the Annual Report.
Strategic Leadership	<ul style="list-style-type: none"> • Lead the implementation of the MACS Vision for Engagement • In light of the MACS Vision for Engagement, develop a Wellbeing and Engagement Framework for the College.
Staff Development	<ul style="list-style-type: none"> • Facilitate staff professional learning in relation to student wellbeing. • Assist with the induction of new staff. • Present at staff meetings on child safety, and student engagement and wellbeing. • Mentor and coach Year Level Leaders and other staff, as needed. • Develop the leadership capacity of staff with student wellbeing leadership roles. • Coach staff through the Performance Development and Coaching process. • Build a culture of collective responsibility for improving student engagement, wellbeing and behaviour outcomes.
Student Agency, Voice	<ul style="list-style-type: none"> • Oversee formal and informal opportunities for Student Leadership across

and Involvement	<p>the school.</p> <ul style="list-style-type: none"> ● Promote student agency, voice and participation in the life of the school, and in implementing the School Improvement Plan. ● With the Student Development Leader, Sports Co-ordinator DSEW and Associate YLL's develop ways to foster vertical interaction across the school and to develop house identity.
Other Duties	<ul style="list-style-type: none"> ● Act as the first point of contact complaints raised by the general public and outside agencies. ● Plan, lead and review whole school assemblies (Terms 2 and 4) ● Lead the planning and organisation for the College Feast Day ● Oversee the Camps Program, Transition and Family Nights. ● Develop links with partner primary schools. ● Be the delegate of the Principal, as required. ● Assume the responsibilities of the Principal in their absence. ● Liaise with external authorities as required, including the Police, Orange Door, Child Protection. ● Information sharing as needed under the CISS and FVISS schemes. ● Contact schools regarding students applying for Years 8, 9 and 10. ● Complete operational duties such as ● Have a teaching allotment of 9 periods per cycle. ● Take on other duties as agreed upon in consultation with the Principal
Child Safety	<ul style="list-style-type: none"> ● College Chief Child Protection Officer. ● Foster a strong culture of child safety in the school. ● Monitor the school learning environment to ensure it is safe, positive and healthy for all students. ● Ensure that child safety is at the centre of all review, planning, decision making and actions. ● Promote a culture of continuous improvement in relation to child safety through the Child Safe Risk review, and annual Child Safety improvement plan. ● Ensure that staff, volunteers and contractors are familiar with, understand, and comply with, child safety policies, protocols and procedures. ● Lead staff professional learning around Child Safety, Mandatory Reporting and Child Protection. ● Provide support for staff who need to make a mandatory report.
General Duties	<ul style="list-style-type: none"> ● Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. ● Attend school meetings and after school activities, sporting events, mass,

	<p>community and faith days as required by the Principal.</p> <ul style="list-style-type: none"> • Demonstrate professional and collegiate relationships with colleagues. • Participate in the Performance Development and Coaching process, and complete a formative review at the mid point of the appointment.. • Other duties as directed by the Principal.
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CORE REQUIREMENTS	
Commitment to Catholic Education	<ul style="list-style-type: none"> • A demonstrated understanding of the ethos of a Catholic school and its mission. • A demonstrated understanding of the Church’s teachings and the Catholic leader’s role in the mission of the Church.
Commitment to Child Safety	<ul style="list-style-type: none"> • Experience in working with young people. • A demonstrated understanding of child safety. • A demonstrated understanding of appropriate behaviours when engaging with children. • Familiarity with legal obligations relating to child safety (e.g. mandatory reporting). • Be a suitable person to engage in child related work.
Education and Experience	<ul style="list-style-type: none"> • Teaching Qualification • Current Victorian Institute of Teaching (VIT) registration • Accreditation to teach in a Catholic school (or be working towards such accreditation) • Ability and willingness to teach Religious Education. • Postgraduate studies in Student Wellbeing or Educational Leadership. •
KEY SELECTION CRITERIA	
	<ol style="list-style-type: none"> a) A commitment to Catholic education and the educational mission of Catholic Schools, including a genuine commitment to supporting the Faith Development of young people. b) Demonstrated capacity and experience as a senior leader of Pastoral Care and Student Wellbeing. c) A clear vision for Student Wellbeing, Engagement, Agency and Voice in schools. d) A commitment to shared leadership, critical reflection, continuous improvement and lifelong learning. e) Excellent organisational, interpersonal and communication skills, reflecting the ability to work well with students, families and a wider community that is culturally and linguistically diverse. f) An ability to work collaboratively, to lead effective teams, to build a culture of collective

responsibility, and to develop self and others.

g) The capacity to lead improvement, innovation and change.

h) Demonstrated commitment to Child Safety, and the wellbeing and inclusion of all young people.

Tenure: 5 Years

