

Head of Students

OVERVIEW

Staff at St Columba's College are called to be co-workers in the ecclesial mission of witnessing and proclaiming God's reign.

All staff members of St Columba's College are expected to support Catholic education in the spirit of Mary Aikenhead as expressed in the College's Vision and Mission statements. Leaders are expected to reflect the values of Mary Aikenhead Ministries in the way that they perform their leadership role and in the relationships they form with all members of the College community.

Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

Primary Objective of the Role

The Head of Students is appointed by the Principal to work with members of the Leadership Team to implement evidence-based approaches wellbeing to ensure that every student and staff member is engaged and challenged as collaborative members of a learning community.

The Head of Students will enable the College to access and understand data and apply understandings to review and develop wellbeing programs at classroom, team and whole school levels.

Major Areas of Responsibility

The Head of Students will:

- I Collaborate as a member of the Leadership Team to creatively implement the strategic intent and goals of the College.
- II Be responsible for the overall management and wellbeing of students.
- III Build the capacity of staff in all aspects of pastoral care and student wellbeing.

STATEMENT OF DUTIES

The following duties are aligned to the three major areas of responsibility of the Head of Students.

<p>Member of the Leadership Team</p>	<ul style="list-style-type: none"> – Support the charism of Mary Aikenhead and the spirituality and tradition of the Sisters of Charity within the life of the College community – Contribute to the mission of Mary Aikenhead Education – Liaise effectively and consistently with the Deputy Principal and Principal regarding issues relating to management and leadership of the College – Support members of the Leadership Team in working with the College community in implementing the Strategic Plan – Be responsible for the vision and implementation of the pastoral care and student wellbeing aspects of the College Strategic Plan – Assess the potential impact of College policies and procedures on student management and wellbeing – Model, inspire and facilitate a whole school restorative approach to student wellbeing and engagement – implement decisions of the Principal and Leadership Team faithfully and actively – Take on the role of the Child Safety Officer of the School and work with the Leadership Team to further develop the School's Child Safety documentation and actions – Collaborate with the Leadership Team and House Leaders in the management of the school's daily operations
<p>Management of Students</p>	<ul style="list-style-type: none"> – Collaborate with the Head of Learning and Teaching to support the learning needs of all students to ensure that opportunities for lifelong success are optimised – Collaborate with the Head of Learning and Teaching to assess and monitor student performance, progress and the development and implementation of appropriate interventions

	<ul style="list-style-type: none"> – Provide assistance to students and parents in encouraging positive relationships within the classroom, among their peers and at home – Provide relevant wellbeing information and resources to staff, students and parents/legal guardians – Develop and implement innovative pastoral care programs that ensure the College is meeting the personal, social, emotional, physical, mental and spiritual needs of its students – Provide structures and processes for developing and working in partnership with parents in ensuring the wellbeing of their daughters – Manage parent concerns regarding educational or pastoral issues – Work with the Student Leadership Coordinator to promote, develop and encourage student leadership – Responsibility for the overall development and ongoing improvement of the student leadership program of the College
Build the capacity of staff	<ul style="list-style-type: none"> – Mentor and provide professional guidance to House Leaders on the delivery of best practice development and wellbeing programmes – Work collaboratively with the House Leaders' Team to shape overall direction and processes in relation to student wellbeing, College expectations and Parent connections, to ensure a whole school approach – Meet regularly with House Leaders, Student Counsellors and others to plan, develop, coordinate and implement pastoral care programs – Consider whole school professional learning for staff that is consistent with the pastoral care and student wellbeing directions and needs of the school – Work closely with the Student Wellbeing, Case Management, Student Learning & Wellbeing and Senior Programs teams to ensure the needs of all students are identified and supported – Ensure relevant policies and procedures are developed, implemented and systematically reviewed – Support all stakeholders to ensure that all Student Wellbeing matters are appropriately recorded and stored on the College Learning Management System
General Responsibilities	<ul style="list-style-type: none"> – Develop and maintain a productive and supportive network of relationships with staff, students, parents and the wider College community – Respond to individual student and parent concerns in an appropriate and timely manner, seeking support from the ACPWB, Student Counsellors and/or the Principal, when necessary – Shape and support a structure that enables all students to reach their potential. Important areas for regular monitoring include: attendance, punctuality, uniform, grooming, friendships, respectful interactions with others, engagement in learning – Update information published for parents, staff and students, as required.
Other	The Head of Students will, at times, be required to undertake other duties related to the role as directed by the Principal.
<p>Commitment to Child Safety</p> <p>St Columba's College is a child safe environment. Our College actively promotes the safety and wellbeing of all students, and all College staff are committed to protecting students from abuse or harm, in accordance with their legal obligations including Child Safe Standards. The College's Child Safety Code of Conduct is available on the College website. Applicants should have the following qualities and capabilities:</p> <ul style="list-style-type: none"> • experience working with children • a demonstrated understanding of child safety • a demonstrated understanding of appropriate behaviours when engaging with children • familiarity with legal obligations relating to child safety (eg mandatory reporting) • be a suitable person to engage in child-related work 	

RISK AND OCCUPATIONAL HEALTH AND SAFETY

The Head of Students will:

- comply with legislated occupational health and safety practices and participate in consultative processes
- observe safe work practices in accordance with training and instruction given
- identify, report and, where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring (risks arising in the workplace may be financial, site, task or person specific or related to safety)
- promote and implement occupational health and safety, and risk mitigation processes within and across this area of responsibility

Team Membership	Leadership Team Student Wellbeing Team Student Learning & Wellbeing Team Senior Programs Team
Background & Qualifications	Proficiency in the use of technology Appropriate teaching qualifications Extensive teaching experience
Other Requirements	Flexibility to vary working hours to fulfil requirements of position
Contract & Conditions	Tenure: 2020 - 2023 Time Release: 20 lessons per cycle POL Level: Category B Deputy Principal (level based on the experience of the successful applicant) Direct Report: Deputy Principal Area of Responsibility: Student Wellbeing Conditions: Entitlements under the Victorian Catholic Education Multi Enterprise Agreement 2018 Dress Code: Professional Business Attire

AUTHORISED BY: PRINCIPAL

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