



Position Information Document

Director of Students

Position Details

Role Title:	Director of Students
Directly Responsible to:	Deputy Principal: Student Wellbeing & Leadership for overall operations and ultimately responsible to the Principal
Classification Level:	Band 2, POR 4
Release Time:	Maximum teaching load of 6.5 hours per week
Tenure:	4 years
Conditions of Employment:	All employment conditions are governed by the SA Catholic Schools Enterprise Agreement 2020 as amended or replaced ("Enterprise Agreement")

Role Context

The Director of Students works in partnership with the Deputy Principal: Student Wellbeing and Leadership to provide leadership in all aspects of student wellbeing and holistic formation of students across Years 7-12. This partnership provides leadership of the Student Wellbeing Team (House Leaders, Social Work Practitioners and Home Class Mentor Teachers) and contributes to the development of strategic student wellbeing initiatives.

Alongside the Wellbeing and Diverse Learning teams, the Director of Students leads collaboratively to develop and monitor the school's vision and mission and to create structures and conditions that facilitate a positive learning culture, nurturing the unique gifts of individuals. At times this role is responsive, offering essential leadership and support with serious issues relating to misbehaviour, and poor mental health.

The Director of Students is part of the Executive Leadership Team and provides high-level leadership support for teachers and House Leaders working through with serious behaviour management issues and working with families in crisis.

Role-Related Responsibilities

Under the leadership of the Deputy Principal: Student Wellbeing and Leadership, the successful applicant will be responsible to the Principal for:

Leadership in Student Engagement, Behaviour and Leadership

Lead the holistic, proactive and reactive response to student wellbeing and behaviour.

- Ensure that College policies, practices and expectations support the highest standards of student behaviour, engagement, attendance and presentation.
- Lead a high-quality student induction, formation and transition approach with a sustained focus on welcome, connection, sense of belonging and community.

- Work alongside House Leaders to lead and facilitate the College House Cup program/activities with a focus on community-building and student engagement
- Ensure there are opportunities and structures that enable student voice and engagement.
- Lead in the development and implement strategies to encourage positive staff, student and parent interaction.
- Promote the maintenance of effective communication with all parents and students at the college, based on restorative practice.
- Lead and provide assistance to House Leaders when conducting re-entry meetings with students and families after suspensions
- Play an active role and provide advice on matters pertaining to students, but not limited to, the Executive Leadership Team.

Leadership of Student Wellbeing Program and Practices

Lead and support the holistic, proactive and reactive response to student wellbeing.

- Lead the development of social, emotional and physical wellbeing of all students.
- Lead, shape and review a whole school student wellbeing and development program that is based on best practice and research and delivered through the pastoral care program.
- Keep up-to-date with emerging trends relating to the provision of student care and appropriate strategies for improvement.
- Work alongside House Leaders and Mentor Teachers to ensure that the Child Protection Curriculum/Child Safeguarding is embedded and explicitly taught within the STAR Wellbeing Framework and Pastoral Care program,
- Liaise and consult with Deputy Principals, House Leaders, Mentor Class Teachers, subject teachers, Social Work Team and the Diverse Learning Team as required when serious pastoral care/discipline matters arise.
- Promote and accept leadership roles in College events, House and Year Level activities as required

Leadership with Students

Support student learning.

- Meet with students and families to set/review learning and behaviour goals.
- Liaise with external providers to collaborate on strategies to support appropriate student conduct, attendance and behaviour to support student participation and agency
- Support teachers and students in the engagement of Child Protection Curriculum and Protective Practices in support of a continued agenda of growing respectful and safe relationships

Leadership in Administration

Ensure the structures and process are contemporary and meet the current and future needs of students.

- Oversee the allocation of new and existing students to mentor classes in collaboration with other House Leaders, Mentor Class teachers and Deputy Principals.
- Oversee the Houses' participation in events such as Sports Day, St Dominic's Day, Sr Angela Moloney House Shield and other initiatives
- Lead, promote and manage school processes that will ensure the maintenance of appropriate standards of student behaviour.
- Liaise with the House Leaders, Learning and Teaching Team, and Diverse Learning Team to identify students at risk and implement strategies for support, inclusion and improvement.
- Attend Wellbeing, House Leader meetings, and any other relevant meetings directly relating to student welfare to support the Deputy Principal.
- Ensure adherence to and implementation of student related policies
- Be an exemplary professional role model for staff and students.
- Regularly attend significant School events and student activities.
- Undertake other relevant duties as directed by the Deputy Principal(s) or Principal

Other Duties

- Promote a safe working environment for all staff, students and volunteers.
- Report any unsafe work practices to the WHS & Risk Coordinator or committee.
- Attend Curriculum Extension Activities (CEA) as required.
- Any other duties as directed by the Principal.

Person Specification

The successful applicant will:

- Demonstrate a commitment to uphold, support and contribute to the values, vision and mission of Cabra Dominican College.
- Seek to deepen their understanding of the Dominican charism and approaches to education.
- Have the required skills and experience as a successful educator.
- Be a person with integrity and role-model best practice as a teacher and/or leader.
- Demonstrate the desire to improve and develop as a reflective practitioner.
- Be forward thinking, positive and progressive in approach as an innovative educational teacher and/or leader.
- Have the ability to work collaboratively and effectively with colleagues, demonstrating the capacity to engage, enable and inspire others.
- Possess highly developed organisational and planning skills.
- Have highly developed communication skills and the ability to relate to, and respond effectively to, the needs of staff, students and families.
- Demonstrate resilience, responsible risk-taking and tenacity.

- Demonstrate the ability to work under pressure whilst maintaining a sense of perspective and humour.

Work, Health and Safety (WHS)

This role is deemed to be a Worker under the Work Health and Safety Act 2012 (SA). As a Worker, while at work, you, as the employee who is the subject of this Position Information Document must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, insofar as you are reasonably able to, with any reasonable instructions given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.
- Reference: Work Health and Safety Act 2012 (SA) ss 27 and 28.

Additional Qualification, Documentation, WHS and Compliance Requirements

All employees must ensure that they are fully compliant and will take personal responsibility to maintain and complete their:

- Teacher's Registration with the Teachers Registration Board of South Australia).
- Teacher Accreditation in Catholic Education SA (including completion of the Graduate Certificate in Catholic Education within 5 years of appointment).
- Screening clearance and a police clearance to work in Catholic Education SA in accordance with current guidelines (i.e., DHS Working with Children Check)
- Approved Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC)
- HLTAID012 Provide an emergency First aid response in an education and care setting
- Qualifications in, and knowledge of, the Keeping Safe: Child Protection Curriculum.
- Learning Manager modules, as issued by the Catholic Education Office, as required.
- WHS education and training modules as required.

In addition, all employees are expected to:

- Are familiar with and understand Cabra's WHS policies.
- Report all hazards, incidents, accidents when witnessed, in accordance with Cabra's WHS policies and procedures.
- Use correctly any equipment provided for health or safety purposes.

Conditions of Employment

- Provide copies of awarded qualifications to the Human Resources Director, if applicable.
- The salary and entitlements are consistent with those outlined in the Enterprise Agreement.
- The employee must undertake performance review on an annual basis in accordance with the terms and conditions of the Enterprise Agreement.

Acknowledgement

I have read and understood the requirements of this position. I acknowledge that this Position Information Document has been designed to indicate the general nature and level of work and is not a comprehensive listing of all responsibilities, tasks, and outcomes.

Signed by:

Dr Helen Riekie

Principal

Date

Employee Name

Date