



## DEAN OF STUDENTS (7-9) POSITION DESCRIPTION

<b>Position Title:</b>	Dean of Students (7-9)		
<b>Classification:</b>	POL 4 Time allowance – 20 periods	<b>Direct Reports:</b> YLLs (7-9) / WLT	<b>FTE:</b> 1.0
<b>Reports to:</b>	Assistant Principal (Student Wellbeing)	<b>Tenure:</b> 3 years	

<b>Position Expectations</b>	<p><b>Child Safety</b></p> <ul style="list-style-type: none"> <li>A sound knowledge of legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards.</li> <li>Working familiarity with Child Safe requirements and expectations.</li> <li>Responsible for applying the College's Child Safety and Protection Policy and procedures including being compliant with the EREA Child Safety Code of Conduct.</li> <li>Be proactive in reporting any concerns or identified risk, always monitor and support student wellbeing in a manner which reflects school values.</li> <li><a href="http://erea.edu.au">Policies and Code of Conduct - Edmund Rice Education Australia (erea.edu.au)</a></li> </ul>		
<b>Position Summary</b>	<p>Dean of Students (7-9) is responsible to the Assistant Principal (Student Wellbeing) for the leadership and general management of students in Year 7-9. The Assistant Principal (Student Wellbeing) delegates the immediate supervision and reporting of students in year 7-9 to the Dean of Students (7-9). Year Level Leaders of Years 7-9 are accountable to the Dean of Students (7-9) for all matters related to the pastoral, academic and administrative management of their respective year levels.</p> <p>The Dean of Students (7-9) is expected to support fully, and convey to students, the Catholic ethos of the College and the charism of Blessed Edmund Rice. The Dean of Students (7-9) will play a lead role in the College's pastoral care structures providing support to students, teachers and parents. The Dean of Students (7-9) will also be a part of a team and will work closely with, support and be supported by other members of the Wellbeing Leadership Team, being proactive, team focussed and ready to assist all year levels when needed. These qualities are essential to successfully fulfil the responsibilities of this role.</p> <p>The Dean of Students (7-9) is responsible for the maintenance of good order and the application of College expectations across Years 7-9. The policies of the College are directed by the Principal and all College rules apply within every Year Level. The Assistant Principal (Student Wellbeing), together with the Dean of Students (7-9), directs the Wellbeing Leadership Team and are responsible to the Principal for the direction and coordination of the Wellbeing Leadership Team.</p>		
<b>Position Characteristics</b>	<b>Significant internal/external relationships</b>	<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>Principal</li> <li>Deputy Principal</li> <li>Assistant Principal (Student Wellbeing)</li> <li>Dean of Students (10-12)</li> <li>Dean of Child Safeguarding</li> <li>Dean of Studies</li> <li>Learning Enhancement and Diversity Leader</li> <li>College Counsellors</li> </ul>	

		<ul style="list-style-type: none"> <li>▪ Careers Practitioners</li> <li>▪ Homeroom Teachers</li> <li>▪ St Bernard's College teaching staff.</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>▪ Parent/caregiver of student</li> <li>▪ External agencies as applicable (including DHHS, Orygen, etc)</li> </ul>
<b>Key Responsibilities and Outcomes</b>	<b>1. Student Wellbeing</b>	<p>The Dean of Students (7-9) is responsible for working closely with the Assistant Principal (Student Wellbeing) to manage and enhance the following aspects of College life:</p> <ul style="list-style-type: none"> <li>▪ Student Wellbeing and Safety;</li> <li>▪ Embedding Child Safe protocols and practices;</li> <li>▪ Assisting with Student Management across Years 7 - 12 as required with a key focus on Years 7-9;</li> <li>▪ Implementation and support for the College Positive Relationship Policy and Wellbeing Policy;</li> <li>▪ Response to Wellbeing concerns across Years 7 - 9;</li> <li>▪ Year Level Leader Support and Development (7-9);</li> <li>▪ Year Level Meetings (General and Year 7-9);</li> <li>▪ Pastoral Care Programs for Pastoral Lessons (Together with Social and Emotional Learning Leader); and</li> <li>▪ Together with Dean of Studies monitor Student Progress across Years 7-9</li> </ul>
	<b>2. Pastoral Care</b>	<ul style="list-style-type: none"> <li>▪ Oversee the planning and conduct Year Level Assemblies that prioritise, encourage and mentor student participation and leadership.</li> <li>▪ Play an active role in the recognition and celebration of student achievement and student voice.</li> <li>▪ Chair the Year 7 - 9 Student of Concern panels and be actively involved in developing, implementing, and reviewing appropriate case management plans.</li> <li>▪ Together with the Assistant Principal (Student Wellbeing) and Social and Emotional Learning Leader develop and review the Year 9-10 pastoral care program and effective student wellbeing practices.</li> <li>▪ Take responsibility for the good order, safety, behaviour and dress of the students, and develop suitable processes for responding to problems in these areas.</li> <li>▪ Maintaining an effecting presence across the College.</li> <li>▪ Overseeing the follow up to poor behaviour in the College and on public transport.</li> </ul>
	<b>3. Leadership</b>	<ul style="list-style-type: none"> <li>• Assist the Year Level Leaders (7-9) to develop structure that oversee of each student in their respective year levels' Wellbeing, Learning and Faith Development.</li> <li>• Liaise with the Assistant Principal (Student Wellbeing) regarding individual students and programs</li> <li>• Assist in the organisation of year level camps and special events (when applicable).</li> <li>• Work collaboratively with Dean of Studies to support the learning and wellbeing of students in Years 7-9.</li> <li>• Together with the Assistant Principal (Student Wellbeing), Dean of Studies 7-9 and Year 7 Level Leaders, manage the Year 7 transition program.</li> <li>• Encourage and plan formation and professional development for Year 7-9 Year Level Leaders.</li> <li>• Together with the Year 9 Year Level Leaders oversee the Year 9 Santa Monica Parent Information Evening.</li> </ul>
	<b>4. Administration</b>	<ul style="list-style-type: none"> <li>• Provide clear communication to school and families for Years 7-9.</li> <li>• Coordinate the Year 7 and 8 Male Mentor Night.</li> </ul>

		<ul style="list-style-type: none"> <li>• Coordinate the Year 9 Mother and Son Evening.</li> <li>• In conjunction with the Assistant Principal (Student Wellbeing) develop an outward facing parent support program and information evenings.</li> <li>• Ensure the accurate recoding of information on Synergetic.</li> <li>• Supporting Year Level Leaders and Staff in the implementation of the Positive Relations Policy in a fair and consistent manner.</li> <li>• Liaise with the Learning Enhancement and Diversity Leader with respect to the welfare of students with individual need.</li> <li>• Monitoring student attendance for students in Year 7-9.</li> <li>• Oversee Parent Information Evenings for Years 7-9.</li> </ul>	
<b>Criteria</b>	<b>Capabilities and Behaviours</b>	Communicate effectively	Be able to speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
		Strategic Planning	Determine strategies, set goals, create and implement action plans, and evaluate the process and results.
		Creativity/Innovation	Ability to develop creative and appropriate ways of enhancing student wellbeing.
		Build Relationships	Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the College.
		Interpersonal Skills	Excellent rapport building, networking and relationship management experience.
		Management skills	Demonstrated leadership ability in achieving results consistent with strategic goals, and in managing teams, developing team capabilities and managing staff performance to achieve outcomes.
		Foster teamwork	Be able to work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance the College effectiveness.
		Organisational skills	Well organised, self-motivated, ability to prioritise and meet deadlines.
		Decision-making skills	Assess situations to determine importance, urgency and risks, and make clear decisions which are timely and in the best interests of the College.
	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>▪ Understanding and demonstrated commitment to the Catholic philosophy and ethos of education.</li> <li>▪ Experience in educational leadership and the management of students and staff within a secondary school environment.</li> <li>▪ Experience in leading a team of educational professionals in the pastoral care of students</li> <li>▪ Experience and understanding of the major issues impacting upon the education and wellbeing of boys.</li> <li>▪ Knowledge of and demonstrated ability to successfully develop and implement innovative wellbeing structures and processes to support wellbeing.</li> <li>▪ Understanding and ability to implement child safety processes and procedures.</li> <li>▪ Be able to demonstrate an understanding of the cultural needs of children with a disability. Demonstrate Aboriginal cultural safety and awareness.</li> <li>▪ Demonstrate understanding of cultural safety for children from culturally and/or linguistically diverse backgrounds.</li> <li>▪ Must be able to demonstrate an understanding of appropriate behaviours when engaging with students.</li> </ul>	
	<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Teaching qualifications and experience.</li> <li>▪ VIT registration.</li> </ul>	

**Signature**

***Employee***

I have read this document and fully understand all my duties and responsibilities as outlined above.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_