



DIRECTOR OF STUDENTS (P-4) POSITION DESCRIPTION

POL: 4 + Allowance

TENURE: 3 YEARS

Our Mission at Marymede Catholic College is to educate in partnership with parents, young people of courage, ingenuity, humility, commitment, strength, compassion, service and fidelity. This endeavour is possible only within a Christ centered community.

Teachers at Marymede Catholic College are appointed by and responsible to the Principal for the delivery of quality learning and teaching experiences, which enhance student outcomes. The College recognises teachers as its most valuable resource and expects teachers to work in a collaborative way that enhances the spirit and culture of the College community and supports the College Mission, Vision and Annual Action Plan.

Role Responsibilities

The role responsibilities draw upon the *Victorian Catholic Education Multi-Employer Agreement (2018)* and the Australian Institute for Teaching and School Leadership. The role revolves around a demonstrated commitment to professional knowledge, professional practice and professional engagement. The teacher must also hold a current VIT Registration and have some teaching commitments.

The Director of Students (P-4) key role is to support, advise and assist the work of the Principal in matters related to the operation and pastoral care of students from Prep to Year 4.

Organisational Relationships:

- Directly responsible to the Principal and accountable to the Principal in matters of confidentiality.
- Works closely with the Deputy Principal Staff & Operations P-12.
- Works in conjunction with the Director of Students (5-8) and the Director of Students (9-12) to develop a cohesive pastoral care program, manage organisational operations and coordinate P-12 events.
- The Prep Transition Coordinator reports directly to the Director of Students (P-4).
- Works closely with the Learning Enhancement Coordinator (P-4) to support students with cognitive, social-emotional, sensory or physical needs
- Liaise regularly with the Director of Faith and Mission P-12, Student Services, Nurses and other agencies.

- Work collaboratively with the teaching staff to ensure best practices in pastoral care approaches and with all teachers to implement agreed student management practices.
- A member of the Senior Leadership Team, Student Wellbeing Team and Forward Planning Team.

Specific Responsibilities

Student Wellbeing

- Support the Principal in overseeing students in pastoral, discipline and academic concerns in consultation with the Director of Students (5-8), the Director of Students (9-12) and the Deputy Principal Staff & Operations P-12.
- Develop effective pastoral care and behavioural management processes that support positive social and emotional development of students, provide effective communication between school and home, and ensure students' safety.
- Oversee the implementation of the Code of Conduct, manage escalated behaviour incidents, major breaches of the Code of Conduct and breaches of the law. Inform the Principal of such breaches.
- Work with classroom teachers, Student Services staff, the Learning Enhancement Coordinator (P-4) and where required, outside agencies, to develop, implement and review behavioural management plans and pastoral interventions for individual students that support their self-management and capacity to interact positively in the classroom environment and/or the schoolyard.
- Work with Prep to 4 teachers in monitoring students' attendance, punctuality, uniform and conduct in accordance with the College guidelines and expectations and become involved in instances of concern.
- Be supportive of students through a presence around the College and actively communicate with the teachers and Primary Learning and Teaching leaders in order to be aware of students' needs

Pastoral Care Program

- To co-ordinate Pastoral Care Programs to promote, support and restore the wellbeing of students and provide age-appropriate education (e.g. cyber safety sessions, drug education, Rethink Drinking etc.).
- Together with the Director of Students (5-8) and Director of Students (9-12), manage the Student Diary.

Organisational

The Director of Students (P-4) will be responsible for the co-ordination and organisation of major events involving P-4 students, including:

- Primary assemblies in conjunction with the Director of Students (5-8);
- Information Evenings;
- Prep Transition – including GUS sessions, Information Evenings, Orientation Sessions, in conjunction with the Prep Transition Coordinator;
- Supporting Years 3 and 4 teams with the organisation of the Year 3 Dinner and Year 4 Sleepover;
- Supporting the Head of Faith and Mission P-12 with Liturgies and Sacramental celebrations;
- Attending and/or coordinating all other Prep to 4 events;
- Organising, in conjunction with the Director of Students (5-8) and Director of Students (9-12), Marymede Day, Grandparents Picnic, College Photo Days, House Feast Days etc.

Communication

- Meet regularly with the Principal to ensure that he/she is kept up to date with any relevant programs, matters or issues involving the College community, and ensure that the Senior Leadership Team is kept apprised of all important matters related to Students P-4.
- Ensure timely and professional communication with parents, both in alerting them to Pastoral Care and Student Management information and in responding to their concerns.

- Act as the staff liaison to the Parents' Friends Committee (P&F), attending P&F meetings, on a rotational basis with the other Directors of Students.

Leadership

- Foster and model the development of appropriate professional standards within the College.
- Seek opportunities to build and develop positive, supportive staff relationships.
- Support the Deputy Principal Staff & Operations P-12 with the Annual Review Meetings with all P-4 staff.
- Together with the Director of Students (5-8) and Director of Students (9-12), support regular reviews of all policies relevant to Student Wellbeing and Child Safety.

Student Leadership

- Work closely with the Student Leaders (P-6) and Primary House and Sports Coordinator in conjunction with the Director of Students (5-8).

Financial

- Manage the Student Wellbeing (P-4) Budget and work with the Business Manager and Maintenance Team to ensure that the relevant College buildings, grounds and facilities are well maintained.

Enrolment & Transition

- Work closely with the Prep Transition Coordinator in regard to Prep enrolments and the Registrar in regard to new enrolments in Prep to 4 throughout the year.
- Assisting with the transfer of students to and from other schools.

Education & Experience

- Essential:
 - Teaching qualifications.
 - Current Victorian Institute of Teaching (VIT) registration.
 - Accreditation to Teach in a Catholic School.
 - Accreditation to Teach Religious Education (or be working towards such accreditation).

Health & Safety

All staff are expected to:

- Adhere to and implement safe work practices and procedures in accordance with Marymede Catholic College policies.
- Work safely and report any hazards in accordance with College procedures.
- Monitor and take full care of the health and safety of others.
- Participate when required in the resolution of safety issues.

Other Specific Duties

As required by the Principal and as outlined in the *Certified Agreement VCMEA 2018*.