



## **SACRED HEART GIRLS' COLLEGE**

### **ROLE DESCRIPTION**

#### **DIRECTOR STUDENT WELLBEING**

Sacred Heart Girls' College is a Catholic faith community enriched by the Our Lady of the Missions charism; a community where students are at the heart of all that we do.

We commit to honouring the uniqueness and gifts of each person by:

- Celebrating and strengthening our Catholic identity, history and heritage
- Creating an authentic, challenging, collaborative and safe learning environment
- Building a culture of excellence
- Adopting ethical and responsible practices that ensure sustainable use of resources
- Working in partnership with parents and the broader community

The Director Student Wellbeing reports to the Deputy Principal – Students and works collaboratively to ensure the provision of exemplary wellbeing services and programs for all students through consistent review, innovation and implementation. The role ensures that the educational aims of the College in wellbeing and growth are achieved.

The development and delivery of wellbeing services will be underpinned by gospel values and will recognise, respect and foster the sacred dignity of each person.

The Director Student Wellbeing will take an integrated and collaborative approach to building and strengthening safe and respectful school communities which are child safe and will demonstrate leadership that reflects the vision and values articulated in the College Mission Statement.

#### **ROLE RESPONSIBILITIES**

*In fulfilling these shared responsibilities, the Director Student Wellbeing will work in conjunction with the Deputy Principal – Students to:*

#### **CULTURAL LEADERSHIP**

- Actively and publicly promote and support the Catholic identity of the College, its mission, vision and values reflecting the charism of the founding Sisters of Our Lady of the Missions (RNDM)
- Model, inspire and facilitate a whole-school approach to student wellbeing
- Represent the College at events and be a role model to the community
- Promote and provide collaborative pastoral care and wellbeing experiences
- Provide leadership to the Year Level Leaders in support of student wellbeing and pastoral care
- Provide leadership and support to the College Counsellors, which aligns with strategic direction
- Provide students with a Child Safe environment by being familiar with and complying with the College's Child-Safe policies and practices.

## **EDUCATIONAL LEADERSHIP**

- Work with the Deputy Principal – Students in the identification of students at risk and in the development of a cohesive and comprehensive management plan
- Provide expertise regarding current wellbeing issues, trends and research to ensure currency of programs and strategic direction
- Review and support wellbeing programs to ensure they are current and relevant to contemporary learning and wellbeing for secondary school students.
- Directly support the Transition Co-ordinator and Year Level Leaders in the wellbeing and pastoral care of students entering the College
- Ensure data and evidence based research is used to inform decisions relating to wellbeing and pastoral care
- Ensure the visible promotion of Student Wellbeing across the College through displays, events, presentations and lunchtime activities

## **HUMAN LEADERSHIP**

- Demonstrate excellent interpersonal skills and the capacity to develop and sustain productive relationships within and beyond the College community
- Promote a climate of professional dialogue, feedback, challenge and support for all staff
- Have a capacity for leading and managing change within the College environment
- Build teacher capacity to improve student outcomes through strategic planning and the development and implementation of staff professional learning

## **TECHNICAL AND ORGANISATIONAL LEADERSHIP**

- Demonstrate excellent organisational, administrative and digital literacy skills-
- Support the planning, organisation and coordination of the wellbeing program
- Liaise with others to ensure coordinated use of resources

## **SPECIFIC DUTIES**

**These duties will be shared with and assigned by the Deputy Principal – Students**

<b>CULTURAL LEADERSHIP</b>	<ul style="list-style-type: none"><li>• Manage and coordinate the implementation of wellbeing surveys or other student data gathering initiatives</li><li>• Regularly report to the Deputy Principal – Students on matters relating to wellbeing and pastoral care.</li></ul>
<b>EDUCATIONAL LEADERSHIP</b>	<ul style="list-style-type: none"><li>• Support the Deputy Principal – Students in the leadership of the Wellbeing Team in the development and delivery of contemporary wellbeing initiatives and practices through professional learning which align with the needs of the College</li><li>• Contribute to the design, implementation and review of programs, policies and practices relating to student wellbeing and pastoral care and ensure documentation of policies and curriculum meets all College requirements</li><li>• Oversee the Respectful Relationships Program</li><li>• Oversee the Wellbeing for Learning Program</li></ul>

<b>HUMAN LEADERSHIP</b>	<ul style="list-style-type: none"> <li>• Actively participate in Year Level Leaders meetings and other related committees or groups</li> <li>• Liaise with the Student Leadership and House Co-ordinator to foster and facilitate opportunities for student leadership</li> <li>• Liaise with Year Level Leaders in the planning and implementation of Parent Welcome Evenings and other special events</li> <li>• Liaise with the Transition Co-ordinator in all aspects of the Year 7 Transition Program</li> <li>• Liaise with the College Registrar and the Year Level Leaders in the Years 8 – 12 Transition Program</li> <li>• Oversee Student Services Officer to ensure that student medical information is current meeting all reporting requirements.</li> </ul>
<b>TECHNICAL AND ORGANISATIONAL LEADERSHIP</b>	<ul style="list-style-type: none"> <li>• Support the Leadership Administration Assistant in maintaining the staff compliance register</li> <li>• Prepare relevant budgets, authorise, and manage relevant expenditure</li> <li>• Be willing to work outside the traditional operational days or hours of the College in order to meet key responsibilities.</li> </ul>

## Selection Criteria

### Knowledge and Skills

- Supportive of the values and teachings of the Catholic tradition
- Demonstrable understanding of contemporary wellbeing research and practice for adolescent girls
- Expert knowledge of programs, practices and protocols for student wellbeing
- Ability to influence and sustain positive change and growth in peers
- Capacity to think strategically and implement systems and processes effectively
- Outstanding interpersonal skills to effectively consult, negotiate and interact with staff, students and parents
- Outstanding communication skills - written and oral
- Highly competent in the use and applications of IT.

### Education and Experience

- Evidence of capacity and/or experience in student wellbeing leadership
- Relevant qualifications in student wellbeing and/or mental health (highly regarded)
- Successful experience in leading effective change management processes
- Recent evidence of developing and leading an effective team
- Accredited to Teach in a Catholic School

### Attributes

- Be a suitable person to engage in child connected work
- Obvious commitment to and record of excellence in educational leadership
- Highly developed verbal and written communication skills
- Capacity to uphold and maintain professional conduct of the highest order
- Demonstrated collaborative leadership of strategic intent toward common goals
- Effective time management, performance management and systems management skills
- Personal resilience and agility, with capacity to think creatively
- Reflective, generous and displaying a personal commitment to integrity and growth

### **Variation to Role**

The principal, or delegate may assign other duties from time to time, which are broadly consistent with the role or vary the Position Description, after consultation, in response to the changing needs of the College.

### **Terms and Conditions**

The successful candidate will be provided with a Staff Handbook that sets out the expectations and requirements of employment at the College. Child protection legislation requires preferred applicants to be subject to employment screening. Sacred Heart Girls' College supports the principles of equal opportunity employment and encourages diversity in the workplace.

### **REPORTING RELATIONSHIPS**

<b>Reports to</b>	Deputy Principal Students
<b>Internal Liaisons</b>	Year Level Leaders, Learning Leaders, College Leadership Team, Learning Diversity Leader
<b>External Liaisons</b>	Relevant organisations and authorities
<b>Conditions</b>	POL 4 with 22 periods time allowance (approximately 0.6 FTE). Ongoing teaching position. Salary and allowance in accordance with the Victorian Catholic Education Multi-Enterprise Agreement 2018. Current full Victorian Institute of Teaching (VIT) registration
<b>Appointment Time</b>	3 years