



ROLE DESCRIPTION

Director of Pastoral Care

Position Title	Director of Pastoral Care
Reports To	Assistant Principal Pastoral Care
Direct Reports	Pastoral Leaders
Position Level	The level is between a Coordinator and Assistant Principal. This is a full-time position with a 0.4fte teaching load.
Details	Two positions. One Director will oversee the Pastoral Care Advisors (PCA) team who are responsible for students in Year 7 and 8. The other Director will oversee the House Coordinators Team who are responsible for Year 9 to 12 Students.

PURPOSE OF THE ROLE

The Director of Pastoral Care is the leader of the Pastoral Leaders. This group provides leadership that is always inspired by the ethos of the Missionaries of the Sacred Heart to make the love of God known through the way in which they support the pastoral care and wellbeing of students.

The Director of Pastoral Care works closely with the Assistant Principal Pastoral Care on school-wide pastoral care matters and initiatives, as well as working closely with the Pastoral Leaders on the day-to-day matters involving the support of students.

This position also has responsibility for contributing to the overall wellbeing and education of all students and for participating in leading, developing and maintaining the College's MSC ethos and philosophy.

The Director of Pastoral Care works to foster a sense of belonging and promotes and adheres to child safeguarding principles to ensure the safety and wellbeing of all students. They will assist the Pastoral Leaders and Pastoral Tutors in modelling and delivering effective pastoral care.

MAIN DUTIES

1. Pastoral Care

- Provide leadership of the Pastoral Leaders in delivering effective pastoral care
- Assist the Assistant Principal Pastoral Care in overseeing matters such as uniform, record keeping, facilitation of positive learning behaviours, wellbeing matters and the enhancement of respectful relationships
- Provide support to Pastoral Leaders and staff in the resolution of student matters
- Liaise and consult with parents, staff and students regarding pastoral matters as required
- Develop and implement plans for 'at risk' students in collaboration with the Pastoral Leader, Inclusive Education Team and school counsellors
- Be a visible and present leader at the College

2. Administration

- Ensure pastoral care records are maintained for all students by the appropriate staff member
- Work with relevant staff to ensure events and assemblies and other events are well organised and managed
- Support the Assistant Principal in overseeing the completion of the pastoral reports
- Work with Pastoral Leaders and the Inclusive Education Team to review and improve personalised student plans
- Contribute to the review, development, and implementation of College policies, procedures and agreed practices to enhance respectful relationships and promote learning behaviours
- Convene regular meetings with Pastoral Leaders

3. Community and Restorative Practices

- Advocate for and implement restorative practices within the College
- Identify and promote professional learning opportunities for staff related to pastoral care and student wellbeing
- Oversee pastoral events such as camps, pastoral programs and presentations relevant to pastoral care, ensuring these events foster a sense of community and belonging among students

This position will involve other duties or priorities as negotiated with the Principal or their delegate.

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE / SELECTION CRITERIA

Specific requirements for this role include:

1. A commitment to promoting and embedding MSC values in pastoral programs and practices
2. Appropriate qualifications and relevant experience for the role, including registration with TQI and valid WWVP
3. An understanding of contemporary approaches to student wellbeing
4. Demonstrated experience leading a team of people, including effective teamwork, collaboration, and conflict resolution skills
5. High-level administrative and communication skills
6. An understanding of current legislative requirements concerning Safeguarding and the National Child Safe Standards

Daramalan College has zero tolerance for child abuse, neglect, and other harm, and we are committed to providing and maintaining a child-safe culture within all aspects of our community. All candidates are subject to legislative and College screening processes and successful candidates must comply with School policies and relevant legislation relating to child protection.

(September 2024)