Catholic Ladies’ College Ltd
(ABN 44 058 164 891)

Deputy Principal Student Wellbeing

Role Description

Our mission at Catholic Ladies’ College is to educate in partnership with parents, women of faith, integrity, individuality and compassion, confident of their own worth as women and wholly involved in the transformation of society. This endeavour is possible only within a Christ centered community.

As a leader within the community, the Deputy Principal Student Wellbeing commits to the CLC Charter of School Leadership which aims to provide technical, human, educational, symbolic and cultural leadership, which is student centered and which facilitates the development of each student’s potential within an environment of trust, excellence and best practice.

The Deputy Principal Student Wellbeing is a member of the College Leadership Team and as such, shares the responsibility for the effective delivery of quality Catholic education for the students of Catholic Ladies’ College. In collaboration with the Principal and the Leadership Team, the Deputy Principal Student Wellbeing will lead the College in the provision of an exemplary pastoral environment and associated experiences, which promote and celebrate the Catholic ethos of the College under the care of Mary Aikenhead Ministries in the tradition and the Charism of the Sisters of Charity.

The Deputy Principal Student Wellbeing is responsible to the Principal for all aspects of Student Wellbeing and Pastoral Care within the College. This includes leading the community in the implementation of the College Strategic Plan and providing pastoral care experiences, which reflect the values and beliefs espoused in the College Mission Statement.

Role Responsibilities

The Deputy Principal Student Wellbeing is responsible to the Principal for the Pastoral Care Programs and Wellbeing of students within the life of the College and as such will:

Provide Educational Leadership

- Model and inspire a commitment to a holistic approach to student wellbeing by working in an effective partnership with the College Leadership Team, Year Level Team Leaders, Student Services Staff and Parents.
- Share with the Principal and the College Leadership Team, in being a presence in the College and wider community.
- Exhibit exemplary leadership in Catholic girls’ education.
- Exhibit understanding and knowledge of current educational trends, issues, policies and directions.
- Exhibit an ability to lead and challenge staff in the implementation of current and enhanced programs.
- Lead and initiate school improvement at a whole College level.
Develop and Deliver Student Wellbeing Programs and Directions

- Inspire and encourage the College students and staff to pursue authentic relationships and excellence in pastoral care experience.
- Work effectively with all staff and the College Leadership Team in the development and evaluation of Student Wellbeing and Pastoral Care Programs for Catholic Ladies’ College.
- Develop creative and innovative programs that are responsive to student needs, local context and which are reflective of the Sisters of Charity Charism.

Drive Whole School Improvement and Facilitate Teacher Effectiveness

- Be responsible for the vision and implementation of the College Strategic Plan with regards to Student Wellbeing and Pastoral Care.
- Develop creative and innovative programs that are responsive to student/parent/community needs and which ensure that the College is proactive in its responses.
- Maintain and provide the structures and support for the ongoing professional learning of staff.
- Facilitate a whole College culture of Student Wellbeing and Engagement.

Manage and Lead Staff

- Lead and coordinate the work of the Year Level Team Leaders, Pastoral Care Committee and Student Services Department.
- Facilitate staff processes that ensure collaborative consultation, communication and respectful responses to student needs.
- Liaise closely with Pastoral Care Leaders, Year Level Team Leaders and Student Services.

Specific Duties

Provide Educational Leadership

- Maintain the profile of the College within the system through ensuring College participation in conferences, meetings and system initiatives.
- Contribute to the management of the day-to-day operations of the College.
- Report to the Leadership Team on issues of Student Wellbeing and Pastoral Care.
- Manage the implementation of Whole School Pastoral Care initiatives.
- Provide reports to the parent body on Student Wellbeing and Pastoral Care issues.
- Support members of the Leadership Team in working with the College Community in implementing the Strategic Plan.
- Participate in whole College decision-making through membership of the College Leadership Team.
- Work with Year Level Team Leaders on the presentation and format of Year Level Information Nights.

Develop and Deliver Student Well-Being and Pastoral Care Policies, Structures and Programs

- Meet regularly with senior staff to coordinate pastoral care framework and student wellbeing programs.
- Promote and support the College Student Leadership Program.
- Ensure documentation of a whole school approach to Student Wellbeing and Pastoral Care Programs and Policies.
- Take responsibility for such things as Immunization Program, Student Awards System, Student Study Planner, Locker Distribution and other aspects pertaining to students from Years 7-12.
- Convene Year Level Team Leaders, Pastoral Care Committee, Student Services, National Safe Schools Framework.
- Collaborating with Year Level Team Leaders to develop an Assembly program for each year level.
- Providing parent education programs on matters related to adolescent health and wellbeing.
Drive Whole School Improvement and Facilitate Teacher Effectiveness

- Regularly monitor and evaluate College Pastoral Care programs in relation to the education of young women.
- Identify areas for targeted improvement and develop discussion papers.
- Participate in whole College decision-making and planning through membership of the College Leadership Team.
- Participate in staff appraisal processes.

Manage and Lead Staff

- Facilitate regular meetings of Committees/Teams with a Wellbeing focus.
- Work closely with senior staff to ensure the pastoral care needs of students are identified and support their learning.
- Ensure staff fulfill their roles and the expectations of the College with respect to student welfare, in particular Year Level Team Leaders, Student Services personnel, Homeroom and Class Teachers.
- Contribute to processes which ensure legal compliance and best practice by the College.
- Provide leadership and support for Sports, House and Co-curricular Performing Arts Coordinators in their respective roles.
- Foster staff and student formation in matters related to Student Wellbeing.
- Coordinate and liaise with staff and students in relation to whole school policies and/or the needs of individual students.

Other Duties

- Participation in Board of Directors’ Committees and/or Parents’ Association.
- As a member of the College Leadership Team, the position will require involvement in College Community activities outside currently designated school hours and participation in planning times during some school holiday times. These will be negotiated with the successful applicant.
- Other duties as required by and negotiated with the Principal.
- This is a Board of Directors’ Appointment, ratified by Mary Aikenhead Ministries, initially for a period of five (5) years, with a Performance Appraisal during the third year of the appointment. Remuneration will reflect the Certified Agreement, classification Deputy Principal, Level B.
- This role description will be developed further to utilize the individual strengths and initiatives of the Deputy Principal Student Wellbeing.