

HEAD OF STUDENT WELLBEING

Position of Leadership

Classification	POL 3.5	Time Release	15 periods a fortnight
Appointment Period	3 years (2024 to 2026)		
Scope	Campus based		

Position Purpose

The Head of Student Wellbeing role is primarily responsible for overseeing all aspects of pastoral care, student wellbeing and student management. There is an expression of this role on both the junior and senior campus. Along with the Heads of Campus, the Heads of Student Wellbeing will inspire, motivate and lead the Heads of House and through them, be responsible for the overall wellbeing of students on each campus. With the Heads of House, the Heads of Student Wellbeing will ensure that students understand their behavioural expectations both in and out of the classroom, and work towards a classroom environment that facilitates optimal academic outcomes.

Reporting Relationships

Position reports to: Head of Campus (HoC)

Leads/Direct reports: Heads of House (HoH)

Key relationships: College Leadership, Wellbeing team, Head of NCCD & Inclusion, teaching staff, students and parents, and various external welfare agencies.

Key Duties & Responsibilities

Include but are not limited to:

- Commitment to the ethos, values and vision of Lavalla Catholic College as a Catholic school in the Marist tradition;
- Co-lead the Wellbeing Team, inclusive of the College counsellors, and support the Heads of House to provide quality pastoral care, effective behaviour management and a culture of academic improvement and success;
- Actively demonstrate presence around the College;
- Develop House pastoral learning and/or initiatives, in consultation with House Leaders and the HoC;
- Ensure that the discipline of all students is applied justly and consistently, working closely with HoHs, and through them, Homeroom and classroom teachers;
- Liaise with the HoC in regard to serious behaviour management concerns;
- Ensure communication with parents and carers is appropriate, timely and in accordance with policy and procedure;
- Work closely with the Wellbeing team and external agencies to support vulnerable students who need support;
- Ensure the College is compliant with all relevant areas related to student wellbeing, particularly Child Protection and Attendance;
- Facilitate meetings/ mediations / reintegration;
- With the HoC, assist with the Enrolment and Exit process;
- In collaboration with the Assistant Principal Catholic Identity, and in consultation with the HoH, develop and coordinate the college retreat program; and
- Perform other duties as directed by the Principal.

Other

- Participate in the development of policies, structures and programs that create a climate in the College that is permeated by the spirit of the Gospel and Marist Spirituality;
- Investigate and develop proposals that will assist with Strategic Planning and associated processes;
- Regularly communicate with the community in College publications on matters relating to this role;
- Conduct Annual Review Meetings of selected relevant staff; and
- Creation and management of all related budgets.

All applicants should note that this role description is not intended to be a prescriptive document and therefore *may* evolve as the position develops and forms.

Essential Requirements for the Role

Qualifications & Experience

- Suitable academic qualifications with current VIT registration. Post graduate studies desirable or a preparedness to pursue them.
- Relevant experience and or additional qualifications relevant to the role.
- Demonstrable middle leadership experience.
- Demonstrated strategic thinking and provision of advice to drive and lead outcomes.
- Accreditation to teach Religious Education or Lead in a Catholic School, or preparedness to work towards.

Personal Attributes & Skills

- Passion and enthusiasm for teaching, with current knowledge of educational theory and practice.
- Demonstrated leadership capacity to realise the strategic vision and mission of the College and inspire others in its achievement.
- Ability to develop capacity in others, through coaching and mentoring.
- Exemplary communication skills.
- Demonstrated understanding of how to lead an effective team.
- High-level ability to be a proactive problem solver and decision maker.
- Demonstrated ability to drive and lead change to build a culture of continuous improvement.
- Excellent organisational and time management skills.
- Exceptional personal standards of honesty, integrity and professionalism, and who remains calm under pressure.

Our Commitment to Child Safety

Lavalla Catholic College is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

Each member of the College community has a responsibility to understand the important and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

All staff are required to be conversant with, and comply with, the College's Marist Child Safe Adult Code of Conduct and Child Safeguarding Policies. It is a condition of employment for a staff member to be deemed a person suitable to work with children.