

St Mary’s College, IPSWICH

**Middle Leadership Position Role Description**

**2018-2020**

Effective January 2018

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| **Position:** |  | **Pastoral Leader (House)** |
| **Tier:** |  | **2C** |
| **Units/Weekly Time Release:** |  | **5 units/ 5 hours** |
| **Annual allowance:** |  | **As per Award** |
| **Flexible Hours:** |  | **to be determined in consultation with Middle Leaders** |

This position statement documents ways in which a Pastoral Leader may enact their role and is to be read in conjunction with the document entitled Role Description – Teacher which is the overarching Role Description for all Teachers within Catholic Education Archdiocese of Brisbane.

**POSITION TITLE**

Pastoral Leader – House

# PURPOSE OF POSITION

The role of the Pastoral Leader is to support the mission of the College through leadership in the support of students as College and community members. This involves developing and implementing effective pastoral practices which provide for students' welfare and coordinating the efforts of staff in students' holistic growth through ensuring that appropriate programs and processes are developed and followed at all levels to encourage students to embrace a way of living based on the values of the Gospel and to manage student behaviours which are contrary to this; ensuring the quality and effectiveness of teacher practice through appropriate supervision; developing partnerships with parents and carers and other appropriate partnerships within and outside of the College; and prudently administering available resources.

# RESPONSIBILITIES

The Pastoral Leader is responsible for:

* leading the overall pastoral care of the students in their House
* activities, camps and other relevant events
* leading teachers engaged in pastoral care within the area of pastoral responsibility
* inducting new teachers within their House (or supervision of induction, where it is undertaken by another experienced teacher)
* pastoral care of staff engaged in the designated area(s) of pastoral responsibility
* other appropriate duties as required by the Principal

# ATTRIBUTES

The Pastoral Leader will demonstrate the following:

* a clear vision of and support for the College's mission and its underlying values and ethos
* leadership capacity - a broad vision of student welfare that extends beyond behavioural management, initiative, perseverance, acceptance of responsibility, effective organisational skill, ability to communicate appropriately and ability to foster cooperation and collegiality
* empathy with young people and an ability to relate positively with them
* an appropriate level of professional qualification both formal and informal and/or relevant experience
* professional activity through membership of professional associations and on-going professional development

**TYPICAL DUTIES**

# Religious

* Leading the work of staff engaged in the holistic development of students in their House in the light of the values and ethos of the College
* Maintaining and strengthening the ethos and philosophy of the College
* Facilitating Christian community service and social justice
* Facilitating Pastoral Care policies and programs
* Providing opportunities for prayer and reflection as part of activities planned through Pastoral Care e.g. Camps, Reflection Days, House Assemblies

# Educative

* Monitoring the holistic development of students and addressing areas of concern through appropriate interventions
* Inducting students into the College
* Ensuring all members of the community are aware of the expectations regarding the Behaviour Support Plan, and in particular, provide direction and assistance in the area of Restorative Practices
* Ensuring the implementation of relevant and appropriate Personal Development education programs
* Monitoring progress of students through contact with Pastoral Care teachers and organising structures for individualised assistance/support where appropriate
* Liaising with Pastoral Care teachers, College Leadership Team, Curriculum Leaders, Heads of Teaching and Learning and Support Services to identify and support students at risk

# Relational

* Engaging in professional discourse with staff on an individual and group basis through regular feedback
* Supervising the quality of staff pastoral practice through collegial support, advice, observation and facilitation of reflective response to issues
* Regularly communicating with stakeholders (students, parents, Curriculum MLO and other College personnel) to affirm student growth and to collaborate in addressing issues of concern
* Being a positive and proactive member of the Pastoral Care Team
* Developing positive working relationships with and amongst colleagues, and, in particular, with the Pastoral Care Team
* Maintaining cooperative partnerships with your Pastoral Care Team, via meetings and communication
* Liaising with Guidance Counsellors and Learning Support teachers or possibly outside agencies to support students with special needs
* Maintaining contact with parents through interviews, telephone and parent evenings
* Maintaining contact with the Reflection Room staff to obtain student data
* Working with the Student Leadership Team

# Strategic

* Monitoring the behaviour of the student group in accord with the College's Behaviour Support policy and procedures
* Keeping abreast of best practice in the area of student care and welfare through on-going professional reading and research, and providing for the professional learning of staff in line with these developments
* Contributing to the leadership of the College through active participation in staff and middle leadership meetings
* Implementing the St Mary’s College Behaviour Support Plan
* Assisting Assistant Principal Administration with formation of Student Leaders
* Developing and maintaining current knowledge on adolescent health and behavioural issues and encourage all members of the community, including staff and parents, to do the same.
* Assisting with the induction of new staff members

# Organisational

* Organising pastoral activities including camps, retreats, etc. and working with others to organise activities which enhance the informal curriculum
* Managing financial and material resources within the area of responsibility including the formulation of budgets and the expenditure of allocated funds
* Attending regular Pastoral Team meetings
* Organising regular House Team meetings with Pastoral Care teachers
* Following up on repeated absences and late arrivals with the Assistant Principal Administration and Pastoral Care teachers
* Monitor data relating to students and respond appropriately to issues identified.
* Convening House Assemblies and Year Level Assemblies with the assistance of the Pastoral Care teachers and Student Leaders
* Working closely with the College Leadership Team, to discuss matters pertaining to College morale, organisation and behaviour support
* Ensuring uniform standards with the assistance of the Pastoral Care teachers
* Organising various House and Year Level activities in conjunction with teachers
* Planning, maintaining, building and deploying resources
* Other duties may be requested of the Pastoral Leader as determined by the College Principal