



## **POSITION DESCRIPTION**

### **DEAN OF STUDENTS**

Santa Maria College is a progressive Catholic school for girls, overlooking the Swan River in Attadale, Western Australia. It is a Years 5 – 12 school, inspired by our foundress Catherine McAuley that offers outstanding opportunities for both day and boarding students.

### **ROLE DESCRIPTION**

Our Deans of Students play a critical role in shaping a culture that empowers students to flourish. You will lead with purpose and passion, ensuring pastoral programs are aligned with the College's mission, are innovative and responsive to the evolving needs of our students.

The Dean is a key role within the College and as such is a member of the College Leadership Team. The Dean of Students is the pastoral and curriculum leader for their year group and their homeroom teachers. The Dean of Students works collaboratively with the Executive Team, Leadership Team, teaching and support staff, parents, students and the wider community.

### **1. SELECTION CRITERIA**

- Commitment to the ethos and values of Catholic and Mercy education.
- A proven ability to fulfil all aspects of a senior leadership role.
- Passion for the welfare of students and staff.
- Exemplary knowledge and practice in contemporary teaching and learning.
- Exemplary interpersonal and communication skills, including team building and mentoring.
- The capacity for strategic planning and innovative thinking.
- Expertise and confidence in problem solving and conflict resolution
- Excellent organisational skills.

### **2. MAIN RESPONSIBILITIES**

#### **2.1 Mission**

- Promote the development of a College culture that reflects the Catholic faith and our Mercy values.
- Support students to know, understand and live our Mercy values.
- Support the Director of Mission with faith activities such as Mass and Reflection days.
- Involve students in planning programs that enhance social justice, service and promoting positive relationships in the community.

#### **2.2 Pastoral**

- Demonstrate exemplary pastoral care of students.
- Plan and implement an engaging, purposeful pastoral care program for the Year group in collaboration with other Deans of Students.
- Conduct meetings with Homeroom teachers to develop and review students and programs
- Guide and assist the Homeroom teacher in carrying out their role of caring for individual students.

- Inform and involve parents with issues regarding student learning, behavioural concerns or achievements.
- Review and implement pastoral care policies and procedures including behaviour, attendance and uniform.
- Ensure that individual students receive support appropriate to their needs, such as Careers Counsellor or College Psychologists, or external counselling services.
- Support the development and leadership of student leaders through mentoring.
- Promote connection, collaboration, cohesiveness and kindness among students.
- Co-ordinate orientation of new students.
- Empower students to be involved in decision-making processes.
- Liaise with the Deputy Principal Pastoral Care and the Principal with regards to students with serious wellbeing challenges or behaviour concerns.

### **2.3 Teaching and Learning**

- Assist students in the year group to be effective, organised, successful learners.
- Ensure the development of study skills in consultation with the Deputy Principal Teaching and Learning.
- Support student learning by liaising with the Enrichment team to ensure support or extension is provided and communicated to teachers.
- Track student results and other data relevant to the year group.
- Organise and conduct relevant Year-group parent information evenings, including those related to curriculum and subject selection.
- Manage student subject selection and course changes following the guidelines set by the Deputy Principal Teaching and Learning.
- Review student reports to obtain an awareness of student performance and action and necessary follow up.

### **2.4 Administration**

- Maintain pastoral and academic records of student on SEQTA.
- Organise Year Assemblies and College Assemblies, as needed.
- Assist with updating the Student Planner, Curriculum Handbooks and other documentation specific to the Year group.
- Submit information relevant to the Year level for the News Blog, College App, Social Media.
- Liaise with teachers organising co-curricular activities within the Year group.
- Responsible for the overall planning and management of emPOwer programs, Year level camps and social activities.
- Organise disciplinary strategies such as student behaviour contracts and after-school detentions.
- Monitor Homeroom classroom environments and ensure they are well maintained.

### **2.5 General**

- Support the Executive Team in all aspects of College life by having a presence around the campus.
- Attend College Leadership team meetings.
- Assist with allocation and presentation of awards.
- Assist the Executive Team with the development of staff, staff induction and appraisals.
- Attend staff meetings, College and Year Masses, Assemblies, Camps and College functions.
- Participate in all school-based professional learning activities.
- Perform extra-curricular duties as required.