HEAD OF PASTORAL CARE

JOB DESCRIPTIOIN

VISION, MISSION, AND VALUES

VISION – To be a lighthouse in Christian Education, growing and adapting to meet the needs of Aboriginal (First Nations) students.

MISSION - To provide a Christ-centred education, that nurtures students spiritually, educationally, and socially, in an inclusive learning environment that embraces the richness of the Aboriginal (First Nations) heritage.

To discover and develop God-given talents, grounded in biblical truths, equipping students with life skills, preparing them to be leaders in their communities and to make a positive difference in the world.

VALUES –

- Christ centred, Bible believing practice.
- Aboriginal (First Nations) heritage.
- High Expectations.
- Pursuit of Excellence.
- Aboriginal (First Nations) leadership.
- Strong relationships with family and community.
- Integrity, transparency, and accountability.

SCOPE

The Head of Pastoral Care (HPC) will be a pivotal leadership role responsible for the development and oversight of student wellbeing and pastoral care within the School. This role involves managing behaviour across multiple year levels, implementing protective behaviour curriculum, and fostering a support environment for students, staff and the broader school community.

WORKING CONDITIONS

Full Time Employment 1.0 FTE – 0.6FTE Leadership, 0.4FTE Teaching

NORMAL HOURS

8:30am – 4:30pm

REPORTING STRUCTURE

This position will report directly to the Principal.

The HPC will work directly with the Head of Teaching and Learning and Principal and ensure that the school's pastoral care practices are aligned with best-practice, research-based strategies.

SKILLS – ESSENTIAL

Qualifications and Experience

- Bachelor of Education or equivalent with at least 5 years' experience in a leadership role within a school environment.

- Demonstrated experience in leading pastoral care or student wellbeing programs within a School context.
- Proven ability to manage significant behavioural issues and investigations effectively.

Leadership and Collaboration

- Experience in leading and managing a team.
- Strong collaboration skills with the ability to work effectively with staff, students, parents, and the broader community.
- Demonstrated ability to facilitate professional development and upskill staff in behaviour management and wellbeing practices.

Communication and Interpersonal Skills

- Excellent communication skills, both written and verbal, with the ability to engage effectively with diverse stakeholders.
- A proactive approach to problem solving and conflict resolution.

Knowledge and Innovation

- In depth knowledge of pastoral care, both written and verbal, with the ability to implement research-based programmes
- Innovative mindset with the ability to develop and implement new initiatives to support student wellbeing.

- **Christian Values** - The position requires you to be committed to the Christian Vision and Mission of CAPS by-
  - Celebrating and enjoying being a Christian and being part of a Christian community
  - Modelling Christian behaviour, practices and beliefs
  - Building cooperative and supportive relationships with staff, students and parents
  - Striving for excellence in performance and participation
  - Acting in the best interests of the School and its ethos

SKILLS – DESIRABLE

- Experience in facilitating parent and community engagement events focused on student wellbeing
- Understanding of the unique needs of students across different year levels, particularly in relation to behaviour management.
- Previous experience working within a school environment that aligns with the ethos and values of the school.
- Build co-operative and supportive relationships with the Board, Principal, Staff, Students and Parents.
- Work to ensure personal best practice.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interests of the School and its ethos.
- Experience or willing to learn school data management system.
- Current First Aid training or willingness to obtain.
- Willingness to obtain National Police Clearance and Working with Children Check as required.
- Contribute to a safe and healthy workplace by:
  - Following OH&S instructions and policies
  - Reporting accidents and hazards
  - Generally caring for own safety and that of others, including volunteers, students, and parents.

DUTIES AND RESPONSIBILITIES

Development of Protective Behaviours Curriculum:

- Lead the creation and ongoing development of a protective behaviour's curriculum tailored to students.
- Ensure that the curriculum is aligned with best practices and meets the needs of the student body

Behaviour Management:

- Oversee the significant behavioural investigation for all students.
- Implement and oversee behaviour management processes, including communication with parents and staff.
- Facilitate the Exclusions Process in collaboration with the Principal

Student Wellbeing:

- Oversee the management and functionality of student wellbeing spaces, including the suspension and reflection rooms.
- Respond to and follow up with students displaying low attendance, developing strategies to support their attendance.
- Evaluate and improve the school's discipline and wellbeing strategies, implementing research-based programmes to promote student wellbeing.

Leadership and Collaboration

- Manage subsections of the Student Services Team, including the coordination of Nurses and Chaplains.
- Work closely with staff to support their pastoral care roles and provide guidance in managing student behaviour.
- Facilitate parent and community information sessions focused on pastoral care and student wellbeing.

Staff Development

- Initiate and lead professional development for staff in effective classroom management strategies.
- Promote student responsibility for learning and support teachers in upskilling to manage student behaviour effectively.

Additional Duties

- Perform any additional duties as directed by the Principal.

NOTE: This job description is comprehensive but not exhaustive, and duties may be varied at the discretion of the school in consultation with this role.

Position Held By:	
Signed:	
Date:	