



# Edmund Rice College

A Catholic School for Boys in the Edmund Rice Tradition

## Role Description: Director of Pastoral Care and Wellbeing

### 1. Contributes to the development of the school as a faith community by:

- 1.1. contributing to the Leadership Team to enhance the Catholic life and culture of the school within the tradition of Blessed Edmund Rice
- 1.2. giving personal witness to Catholic values in carrying out the day to day duties of the position;
- 1.3. providing leadership to the College's approach to pastoral care
- 1.4. fostering the religious dimension of pastoral care programs and ensuring that Catholic values are reflected in subject materials as well as the focus on Ministry across the College

### 2. Takes a leadership role in ensuring student wellbeing is the guiding principle of our whole College pastoral care approach by:

- 2.1. Promoting and giving leadership to the College's vision for learning;
- 2.2. Leading the initiation, development, implementation and monitoring, as appropriate, of the College's pastoral care policies and programs in collaboration with key stakeholders in ensuring continuity and consistency;
- 2.3. Collaborates in the formation and development of student leadership;
- 2.4. Collaborating in the selection, induction, development and ongoing performance review of the College Pastoral Coordinators;
- 2.5. Encouraging the maintenance of a College environment which is conducive to effective learning;
- 2.6. Providing leadership to colleagues and specifically the Pastoral Coordinators and teams to ensure sound day to day management of students in the wider College environment;
- 2.7. Facilitating opportunities for the professional development of staff in the area of student wellbeing;
- 2.8. Developing, in collaboration with colleagues, communication, recording and reporting structures which provide appropriate information to parents, students and the Principal on areas of Pastoral Care;
- 2.9. Effectively liaising with key stakeholders in order to support a whole school approach to student wellbeing (parents, colleagues, counsellors, external support agencies, EREA schools);
- 2.10. Collaborating with the College Leadership Team in developing a culture of continual school improvement

### 3. Contributes to the development of a cohesive staff community by:

- 3.1 Contributing to positive staff morale through the use of approaches which encourage consultation, collaboration, communication and teamwork;
- 3.2 Giving practical support and guidance to the work of subject teachers, Pastoral Coordinators, and KLA Coordinators;
- 3.3 Leading the Professional Development Plan (PDP) process with Pastoral Coordinators, including support for professional goals;
- 3.4 Engaging in forward planning to identify staffing needs and participating in employment processes where required;
- 3.5 Promoting teacher professionalism and encouraging positive staff morale by contributing to and initiating processes for team building;

### 4. The Personal Dimensions of Leadership are exercised in the development of relationships and community by:

- 4.1 Contributing to the development of an environment that is welcoming, hospitable, life-giving and just;
- 4.2 Facilitating collaborative processes that build relationships and promote shared commitment, partnership and a sense of achievement;
- 4.3 Facilitating dialogue with the appropriate involvement of all groups of stakeholders in decision-making processes;
- 4.4 Assisting in the creation of a safe school where students are not judged on the basis of religion, race or academic ability;
- 4.5 Addressing WHS responsibilities relevant to the position;
- 4.6 Providing practical support for the school's pastoral care of students, staff and families
- 4.7 Understanding of the nature of the role, the Director of Pastoral Care to fully participate in the total life of the College may need to be available outside of normal hours.