



Director of Students (POL 4)

Emmaus College is a proudly co-educational Catholic secondary college, established in 1980 through the amalgamation of St Thomas More College, a Christian Brothers' school for boys (1969 – 1979) and Chavoin College, a Marist Sisters' school for girls (1966 – 1979). The College operates over two campuses in Vermont South and Burwood, the later hosting a designated Year 9 program Y9@E. All staff at Emmaus may be required to work at either or both campuses.

Our school charism and motto 'To Know Christ' comes from the story of the Walk to Emmaus found in Luke's Gospel. At Emmaus College, students are encouraged to live by the core values of faith, knowledge and service and to achieve their best academically. Emmaus aims to promote and enhance student wellbeing, ensure that the students are able to acquire the skills necessary for 21st century learning and bring students to a knowledge and love of God.

Emmaus College is committed to the creation and maintenance of a child safe school environment. The care, safety and welfare of students are embedded in policies and procedures which ensure a commitment to zero tolerance of child abuse. All actions, and programs will maintain high ethical standards and work in accord with child safety standards and child protection reporting guidelines. All employees have a shared legal responsibility to contribute to a safe working environment for staff and students in their area. Emmaus College is an equal opportunity employer.

Principles of Leadership & Management

This role is a senior leadership role. Emmaus College strives to create a learning community for both staff and students. Teachers are encouraged in the pursuit of knowledge and skills to enhance their classroom teaching practices and their ability to be effective leaders and managers in the school community. The approach to leadership and management valued by the school community is characterized by flexibility, consultation, collaboration, purpose, professionalism, empowerment, communication, authenticity, knowledge and growth.

Senior Leaders have a responsibility to:

- Reflect and nurture the Catholic ethos of the College in their work
 - Provide strategic leadership and management in the performance of their duties
 - Enthuse staff, students and parents by fostering quality relationships and community development
 - Use consultative and collaborative approaches to provide opportunities for staff contribution to the growth of the school as a learning community
 - Promote and foster the effectiveness of the Student Wellbeing Team and maintain confidentiality and support for the team
 - Maintain professional competence and current knowledge in educational trends
 - Maintain a relationship centred approach to all aspects of their work.
 - Provide effective role modelling to the staff using appropriate conflict resolution and negotiation skills
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Role Description

The Director of Students works collaboratively with and under the direction of, the Assistant Principal Student Wellbeing. Together they lead and oversee the response to the wellbeing and pastoral care needs of all students at Emmaus College and provide support to Middle and Senior House leaders responding to student wellbeing and management issues. While the Director of Students has no day to day responsibilities for students at the Burwood Campus, s/he may be required to support the Director Y9@E in responding to serious wellbeing and student management issues.

The Director of Students has specific responsibilities in the following areas

The Director of Students liaising with the Assistant Principal Students is responsible for the administration of student pastoral care by

- meeting regularly with the Assistant Principal Students and House Leaders regarding house issues and students of concern
- contacting / responding to outside agencies as required
- ensuring that adequate student records are maintained in accordance with College guidelines

The Director of Students working with the Assistant Principal Students is responsible for ensuring the implementation of all pastoral care policies including

- Child Safe policies (Child Safe Standards)
- Student Wellbeing policies (e.g. bullying, Internet use policies)
- and any other related policies (see Complispace and Emmlink policies)

The Director of Students assists the Assistant Principal Students in the planning and preparing of the Pastoral Care Curriculum including

- Respectful Relationships
- Digital Citizenship and
- Positive Psychology

The Director of Students assists with transition issues for students and parents by

- coordinating the transition process for students entering Year 7 in cooperation with members of the Leadership Team and Middle House leaders
- liaising with, and coordinating visits to feeder primary schools
- visiting feeder primary schools with the Assistant Principal Students, the Assistant Principal Teaching and Operations and Middle House leaders
- liaising with incoming students and their parents / guardians
- answering all parental queries regarding the transition from primary to secondary schooling
- interviewing new students and their parents as required
- supporting incoming students into the College, including transition to Year 7
- running Orientation Days in consultation with house leaders
- allocating all new students, including Year 7 and newly enrolled students into house and pastoral groups
- conducting College tours as required

The Director of Students is responsible for the pastoral care and management of students by

- Overseeing the implementation of all pastoral care policies and guidelines such as the *Working Together Policy, Fair Go for All Policy, College Rules and Uniform Requirements*
- Supporting House leaders in responding to wellbeing and management issues where
 - *the issue is of a serious nature*
 - *the student's House leader is not immediately available and*
 - *an immediate response is required*
- responding to such wellbeing and management issues by
 - attending to the immediate need(s) of the student(s)
 - liaising with all relevant House leaders as they become available
 - ensuring effective communication
 - assisting in the coordination of a response
- liaising with House leaders in order to develop pastoral interventions whenever required
- building relationships with outside agencies to respond to significant wellbeing concerns and issues (e.g. Headspace)
- participating as an active member of the Student Wellbeing Committee and attending related meetings
- overseeing the monitoring and reporting of uniform infringements and determining an appropriate response
- ensuring students individual needs are known and monitored by their pastoral and subject teachers
- consulting with the Assistant Principal Students and House leaders, to ensure that appropriate processes and procedures are followed in dealing with students experiencing serious difficulties
- referring students to the Counselling service as required
- acting as a presence across the school, including locker bays, especially during Morning Pastoral and where possible at recess, lunch and after school
- attending Program Support Group meetings for students who receive additional funding if required
- monitoring student behaviour in the public domain
- issuing and following up on detentions, including rostering staff for the supervision of after school detentions
- communicating and working in partnership with parents / guardians

The Director of Students is responsible for organising and managing events including

- supporting House leaders in the planning and running of House events, including House and Year Level Assemblies
- assisting the Director of Daily Organisation in the smooth running of events such as official photography sessions, immunizations etc.

The Director of Students assists with staff management by

- acting as the Principal's nominee and conducting Annual Review Meetings as requested

- overseeing, supporting and challenging staff in the implementation of all pastoral care policies and guidelines such as *Working Together Policy*, *Fair Go for All Policy*, *College Rules and Uniform requirements*

The Director of Students is a member of the following committees and or teams and as such is required to attend any associated meetings and action the minutes accordingly

- Student Wellbeing Team
- House Leaders Team
- Program Support meetings for funded students as required
- Such other duties as may be required from time to time

This duty statement is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. It is subject to review and modification by the Principal, in response to the changing needs of the School, and the development of skills and knowledge. Any additional responsibilities, as requested by the Principal or Assistant Principal, shall be determined through consultation and agreement.

Terms and Conditions

The College performs thorough assessments of potential and existing employees. The screening process includes but is not limited to Criminal Records Checks and Working with Children Checks. This is a full time ongoing position.

Additional Qualifications

In addition to his / her teaching qualification it is desirable for the Director of Students to hold to be working towards a post graduate qualification in the area of Student Wellbeing, Adolescent Health and Wellbeing, Positive Psychology or another related field.

Professional Review

This Position Description is intended as a framework for professional review.