

POSITION DESCRIPTION

Director of Students Years 7 & 8 (St Catherine, Mickleham)



The Director of Students Years 7 & 8 (St Catherine, Mickleham) is directly responsible to the Principal through the Deputy Principal and is entrusted with overall responsibility for the guidance and support of the Middle School students in the College. The Director of Students Years 7 & 8 will promote Pastoral Care that is an authentic expression of the shared vision and values of our Christian community. The Director of Students: Years 7 & 8 is a member of the College Leadership Team and assists and supports the Principal in all aspects of college leadership.

The position holder acknowledges and agree that, at the Kolbe's discretion, they may be required to perform their duties at St Clare (Greenvale) or any other campus operated by Kolbe Catholic College, as reasonably necessary. Kolbe will provide reasonable notice of any such requirement, taking into account operational needs and personal circumstances.

Leadership Framework:

Educational Leaders at Kolbe Catholic College operate within a transformational framework:

- Supporting and promoting the Catholic ethos of the College.
- Publicly supporting the College's Leadership.
- Building trust, acting with integrity, coaching individuals, inspiring others, and encouraging innovative thinking.

They also align with the Leadership In Catholic Schools Framework: Leadership Action in the following key areas:

- The Faith Community
- A Vision for the Whole School
- Teaching and Learning
- People and Resources
- Community

Through the Performance Development and Coaching program, leaders at Kolbe Catholic College set annual goals for their leadership areas and professional practice.

Child Safety:

Every employee and volunteer at Kolbe Catholic College is responsible for ensuring the wellbeing and safety of all students. This includes:

- Providing a child-safe environment.
- Being familiar with and complying with the school's child-safe policy and code of conduct, along with other child safety-related policies.
- Proactively monitoring and supporting student wellbeing.
- Exercising pastoral care reflecting school values.
- Implementing strategies to promote a healthy and positive learning environment.

Responsibilities:

The Director of Students Years 7 & 8 (St Catherine) is responsible for the pastoral needs, wellbeing, and social emotional development of students in Years 7 & 8 through:

- Oversee and support the roles and duties assigned to the Learning Leaders and Course Convenors in their responsibilities for pedagogy, assessment and reporting, and resourcing
- Promote and practice Child Safe Practices and uphold the College's commitment to Child Safety, including identifying and responding to suspected risks or harm to children.
- Exercise pastoral care to reflect College Values, our Vision and Mission, and all underpinning Catholic Ethos
- Oversee and support the implementation of the College's Student Behaviour Policy in Years 7 & 8, prioritising consistency and maximising student safety.
- Promote and practice Restorative Practices for student management and support strategies.
- Support the Year Level Leaders (Years 7 & 8) with escalated behaviour issues.
- In consultation with the Deputy Principal, issue, monitor and review student behaviour contracts to support students with serious or recurring breaches of conduct.
- In conjunction with Year Level Leaders, Wellbeing Services and/or the Deputy Principal, coordinate the development of Behaviour Support Plans and Safety Plans for individual students as required.
- Case manage students experiencing significant wellbeing challenges, liaising with internal and external stakeholders to develop individualised support mechanisms.
- Monitor student absences through the Pastoral Care Teacher and House Leaders, and address escalated attendance concerns.
- Support the Year 7 & 8 Year Level Leaders and their teams to design and implement Social- Emotional Learning based upon Respectful Relationships and the CASEL five social emotional competencies.
- Plan, coordinate and lead the Year 7 Camp
- Plan and coordinate the Year 7 & 8 Wellbeing Days and Wellbeing Initiatives (eg. Peer Support)
- Coordinate the Year 6 – 7 Transition program
- Support the development and implementation of House Activities, as required, and other initiatives to strengthen student belonging and connection in the College
- Foster positive, open and honest communication with families to support home-school partnerships
- In conjunction with the Deputy Principal, actively support the professional development of Year Level Leaders
- In conjunction with the Deputy Principal, build the capacity of teachers of Years 7 & 8 with respect to student wellbeing, child safe practices and classroom management
- Be an active presence for staff and students in the Junior buildings and classes.

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Director of Students Year 7 & 8 (St Catherine, Mickleham)

- Implement effective documentation and record keeping practices to ensure student records are up-to-date, accurate, and compliant with the College processes, confidentiality and professionalism.
- Support the Deputy Principal in leading and supporting the Year Level Leaders Team
- Meet cyclically with the Deputy Principal and Wellbeing Team to support effective communication, collaboration and continuous improvement in Student Wellbeing
- Work closely and effectively with St Clare's Campus wellbeing Team to foster consistency of expectations and priorities across the College
- Prepare regular reports for the College Newsletter and reports for the College magazine and other College publications
- Demonstrate a spirit of innovation and creativity in proactively catering for and responding to the wellbeing, pastoral and developmental needs of students.

Other Duties

In the first year of operation of the St Catherine (Mickleham) Campus the role of Director of Students Year 7 and 8 will encompass the responsibility for overseeing all areas of student wellbeing: pastoral, teaching and learning, and learning diversity.

With the support of the Deputy Principal – Campus Director and Year 7 Level Leader, as well as the wider College Leadership Team and other POLs, the Director of Students will liaise with relevant staff to implement programs, events and supports for students, including but not limited to:

- Transition
- NAPLAN
- Examinations and Reporting
- Data tracking
- Schoolbox implementation
- PSGs, PLPs and reporting for specific students
- NCCD funding applications
- Academic Testing
- Literacy and Numeracy Programs
- Learning Support Officers
- Year 7 Excursions and Incursions
- Homework Club

Other duties as required by and negotiated with the Principal

The position will require involvement in College Community activities outside currently designated school hours and participation in planning times during some school holiday times. These will be negotiated with the successful applicant

The list of duties may be further developed and modified to utilise the individual strengths and initiatives of the incumbent.

Position Classification:

- Position: Director of Students Years 7 & 8 (St Catherine)
- Remuneration: As per VCMEA
- Position of Leadership: POL 4+
- Tenure: January 2026 – January 2029
- Review: Annual reviews based on self and peer appraisal and goal setting.

Key Selection Criteria:

Please include a brief statement with your application addressing your concept of leadership, including goals you would set for this position, and your response to the following criteria:

Essential requirements

- Tertiary qualification in Education, Special Education, or a related field.
- Experience in school leadership, students and learning and teaching roles.

Faith Leadership:

- Commitment to the values and ethos of Catholic education.

Educational Leadership:

- Successful teaching and mentoring experience.
- Demonstrated capacity to initiate improvements in teaching, learning, and classroom practice.
- Details of recent postgraduate study and/or immediate intentions for future study.

Relational Leadership:

- Ability to foster and develop relationships with staff and the wider community.
- Ability to work collaboratively with teams within the school.

Organisational Leadership:

- Ability to plan and manage resources effectively to support the school's educational programs.

Additional Capabilities:

- Highly developed interpersonal and communication skills and the ability to liaise and communicate effectively with people at all levels and from varying backgrounds.
- Sound organisational and administrative skills.
- Ability to work collaboratively and facilitate dynamic teamwork.
- Proven capacity to work independently under changing priorities, deadlines, and pressure.
- Commitment to ongoing professional learning.
- Exemplary teaching skills and practices.

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- Generosity of spirit.