

POSITION DESCRIPTION

Head of Middle School Wellbeing

John Paul College, Frankston is a Catholic co-educational secondary school with a rich heritage in the traditions of the FCJ sisters and the Marianists.

MISSION

John Paul College provides an exemplary and holistic education within the Catholic tradition. We believe every student's success is grounded in quality learning and teaching, and a school culture that fosters wellbeing, promotes resilience, and inspires faith in action.

*“With Him is the
fullness of life”*
JOHN 10:10

Our motto is our vision – the commitment to ensure every member of our community is empowered to achieve success, act with integrity, and contribute to the common good – Christian discipleship for a just world.

PURPOSE OF POSITION

The Head of Middle School Wellbeing is a key leadership role and is jointly responsible for leading excellence in student wellbeing and overseeing the pastoral program. The Head of Middle School Wellbeing is a member of the Wellbeing for Learning Committee and the Pastoral Committee and reports to the Deputy Principal Wellbeing.

The Head of Middle School Wellbeing is required to be familiar with and comply with the College's Child Safety Policy and the Code of Conduct. The Head of Middle School Wellbeing will provide students with a child-safe environment, which will proactively monitor and support student wellbeing and exercise pastoral care in a manner which reflects school values. The Head of Middle School Wellbeing is a designated Child Safety Officer within the College.

As a leader in the College, the Head of Middle School Wellbeing exercises a shared responsibility to ensure that the mission of the Catholic Church is brought to life in the College. The leadership role is predicated on the belief that to be effective the Head of Middle School Wellbeing's work will be informed by a vision of Catholic education that is Gospel-based people-centred, inclusive and holistic. The Head of Middle School Wellbeing gives witness to gospel values in all aspects of their work and encourages and supports staff to do likewise.

AREAS OF RESPONSIBILITY

The areas of responsibility for the Head of Middle School Wellbeing are:

- Leadership
- Implementation of the Pastoral Policy and Student Code of Conduct
- The Pastoral Care Program
- Special Year Level Events
- Other duties as directed

SPECIFIC TASKS

Leadership

- Models, inspires and supports staff and students with a clear focus on continually improving student learning and wellbeing outcomes.
- Fosters and promotes reflective practice, professional dialogue and a collaborative approach with staff.
- Supports teams and individuals to embrace continual improvement and innovation.
- Supports College Leadership including implementing College strategic and annual goals.

Implementation of the Student Wellbeing Vision, Pastoral Care Policy and the Student Code of Conduct

- Supports the Head of Counselling Services and Head of Year (7, 8 & 9) and teachers with ongoing behavioural/pastoral care/attendance issues.
- Supports the Head of Year (7, 8 & 9) and their teams to ensure consistent approaches to student wellbeing and management.

- Helps lead the application of restorative practices throughout the college with a particular focus on conducting restorative conversations and mediations.
- Ensures school policies are understood and adhered to by students.
- Issues consequences for breaches of these policies.
- Supervises after school Change Sessions in conjunction with rostered staff.
- Liaises and meets with the Deputy Principal Wellbeing regarding significant concerns in relation to the Pastoral Care Policy and Student Code of Conduct.

The Pastoral Care Program

- Is a daily presence in those areas of the College under their care.
- Leads and develops in conjunction with the Head of Year (7, 8 & 9), the Middle Pastoral Care Program
- Liaises with the Head of Counselling Services, Deputy Principal Wellbeing, and Head of Year (7, 8 & 9) with regards to student wellbeing concerns.
- Leads fortnightly STARS Meetings with the Head of Counselling Services, Head of Learning Diversity and the Head of Year (7, 8 & 9).
- Ensures the Middle School Wellbeing Program meets the John Paul College aims as set out in its Mission Statement.
- Works with House Leaders to develop their program and calendar of events.
- Leads, in conjunction with the Head of Year 7, the transition program for students entering Year 7.
- Participates in meetings of the Wellbeing for Learning Committee.
- Refers ongoing welfare concerns to the Deputy Principal Wellbeing and the appropriate agencies.

Special Year Level Events

- Assists with the planning and coordination of the Year 8 Camp.
- Assists with the planning and coordination of the Year 7 Activities Week.
- Assists with the planning and coordination of the Year 9 MUSE Program.
- Attends all Year 7 – 9 Information Evenings and Pastoral Evenings.
- Attends House and Year Level Assemblies.

Other responsibilities as required

- It is anticipated that the Head of Middle School Wellbeing, at times be required to undertake other duties related to the role as directed by the Principal or Deputy Principal – Wellbeing.

CHILD SAFETY

Every person employed or volunteering at John Paul College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make. (CECV (Catholic Education Commission of Victoria) Commitment Statement to Child Safety). Such responsibility requires employees to:

- provide students with a child-safe environment
- be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- proactively monitor and support student wellbeing
- exercise pastoral care in a manner which reflects school values
- implement strategies which promote a healthy and positive learning environment

KEY SELECTION CRITERIA

The successful applicant will need to meet the following key selection criteria:

- A demonstrated understanding and commitment to the ethos of a Catholic school and its mission
- Up to date knowledge of wellbeing practices and procedures
- Knowledge of appropriate avenues and resources for seeking information to support students, parents, and staff.
- Broad knowledge, understanding of and commit to the principles of restorative practice.
- Perseverance, sensitivity, compassion, and patience in the face of complex and difficult situations
- A high level of discretion when handling confidential and sensitive information.
- Possess a collaborative and flexible approach.

- An expectation that regular professional learning is undertaken in order to maintain a high level of awareness of current and best practice in the major areas of responsibility associated with the role.
- A proven record as an exemplary teacher.
- Demonstrated ability to communicate clearly, personably and effectively.
- The ability to form teams and sustain teamwork.
- The capacity to reflect on one's leadership performance and style.

REPORTING RELATIONSHIPS

REPORTS TO: Deputy Principal - Wellbeing

ASSOCIATED RELATIONSHIPS: Principal, Deputy Principals, Director of College Organisation, Head of Counselling Services, Head of Learning Diversity and other positions as appropriate

POSITION CLASSIFICATION

- Level of responsibility: POL4.
- Time allowance: 0.5 FTE (22 / 44 periods per cycle).
- The position is employed in accordance with the terms and conditions of the *Catholic Education Multi-Enterprise Agreement 2022* and any subsequent amendments and industrial agreements.
- This role is subject to ongoing review and may change to suit the requirements of John Paul College.

Additional Information

John Paul College is committed to developing a culture to maintain the safety of each student in our care. The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at John Paul College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct. All subject teachers must hold a Victorian Institute of Teaching Registration.