



Penola Catholic College Position Description



Position Title	Acting Director of Students
Classification	Teacher, Position of Leadership (POL4+)
Employment Status	Ongoing Teacher and Acting POL 2026
Reports to	Principal, Deputy Principal Head of Campus

About Penola Catholic College

Penola Catholic College is a co-educational college for students from years 7-12 with two campuses in the Northern suburbs of Melbourne. College campuses are situated in Glenroy, which caters for years 7 and 8, and the senior campus in Broadmeadows that features years 9 to 12 and a total college enrolment of approximately 1,400 students.

Penola Catholic College is a community of students, parents and staff guided by the teachings of Jesus Christ and inspired by the example of Saint Mary of the Cross MacKillop. Enlightened by the Gospel values of Faith, Love, Hope and Compassion, we strive to provide a holistic education which meets the needs and develops the gifts of each student. As a community we recognise that this is best achieved in a welcoming environment with a commitment to justice, service and collaboration.

Position Objective

The Acting Director of Students is responsible for the guidance and support of students at Penola Catholic College. The Acting Director of Students will promote pastoral care that authentically reflects the shared vision and values of our community. They will create a learning environment where students feel safe and connected, are self-reflective and aspirational, and engaged and compassionate citizens. The Acting Director of Students will continually identify opportunities in which students may be supported to reach their full potential and learn to contribute to the rapidly changing world with confidence, integrity and resilience.

The Acting Director of Students will work collaboratively with the other two Directors of Students to ensure consistency across all levels of the College.

Responsibilities and Accountabilities

- Work in conjunction with the Director of Students to develop, implement and review effective pastoral care and behavioural management processes that support positive social and emotional development of students, provide effective communication between school and home, and ensure students' safety.
- Promote and practise the College's values and responsible student behaviour procedures through Restorative Practices.
- Oversee the holistic development of students.
- Support the Principal in overseeing students with escalated pastoral, discipline and academic concerns.
- Oversee the implementation of the Code of Conduct, manage escalated behaviour incidents, major breaches of the Code of Conduct and breaches of the law. Inform the Deputy Principal Head of Campuses and/or Principal of such breaches.
- Lead the Year Level Leaders, in conjunction with the Deputy Principal, Head Campus.
- Oversee detentions and coordinate detention supervision rosters.

- Work closely with the Learning Diversity Leaders to support students with cognitive, social-emotional, sensory or physical needs.
- Work with Wellbeing Services staff, the Learning Diversity Leader, Year Level Leaders, classroom teachers and where required, outside agencies, to develop, implement and review behavioural management plans and pastoral interventions for individual students that support their self-management and capacity to interact positively in the classroom environment and/or the schoolyard.
- Work with Year Level Leaders and teachers in monitoring students' attendance, punctuality, uniform and conduct in accordance with the College guidelines and expectations and become involved in instances of concern.
- Be supportive of students through a presence around the College and actively communicate with the Year Level Leaders teachers in order to be aware of students' needs Pastoral Care Program.
- Co-ordinate Pastoral Care Programs to promote, support and restore the wellbeing of students and provide age-appropriate education.
- Attending and/or coordinating student events.
- Meet regularly with the Deputy Principal Head of Campus and/or Principal and ensure that the Principal is kept up to date with any relevant programs, matters or issues involving the College community, and ensure that the Executive Team is kept apprised of all important matters related to students.
- Ensure timely and professional communication with parents, both in alerting them to Pastoral Care and Student Management information and in responding to their concerns.
- Foster and model the development of appropriate professional standards within the College.
- Seek opportunities to build and develop positive, supportive staff relationships.
- Support regular reviews of all policies relevant to student wellbeing and Child Safety. Student Leadership.
- Assisting with the transfer of students to and from other schools.
- Support the Deputy Principal Learning and Teaching with following up students with academic concerns and/or poor examination performance.
- Collaborate with Year Level Coordinators and Heads of Learning on student pathways and alternative programs.
- Prepare reports for the College Newsletter, Year Book and other publications.

Experience and Qualifications

Commitment to Catholic Education

- A demonstrated understanding of the ethos of a Catholic school and its mission.
- A demonstrated understanding of the Church's teachings and the Catholic teacher's role in the mission of the Church.
- A demonstrated capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ.
- A capacity to integrate the Church's teachings into all aspects of curriculum.

Commitment to Child Safety

- Experience working with children
- A demonstrated understanding of child safety
- A demonstrated understanding of appropriate behaviours when engaging with children
- Familiarity with legal obligations relating to child safety (e.g. mandatory reporting)
- Be a suitable person to engage in child-connected work.

Education and Experience

Essential

- Teaching qualifications
- Current Victorian Institute of Teaching (VIT) registration
- Accreditation to teach in a Catholic school (or be working towards such accreditation).

Desirable

- Accreditation to Teach Religious Education
- Demonstrated understanding and experience of the learning and teaching pedagogy associated with the Victorian Curriculum
- Demonstrated experience in using ICT to teach subject area
- Preference for experience in inquiry based learning and use of student data to maximise learning outcomes

Skills / Attributes

- Good oral and written communication skills, including ability to communicate with children, parents and the school community.
- Experience and proven record in effective learning and teaching skills, including management of composite classes/mixed ability classes.
- Ability to demonstrate an understanding of appropriate behaviours when engaging with children.
- Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions.
- Leadership qualities.
- Self-motivation.
- Ability and willingness to accept policy directives.

Additional Information

Annual Review Meetings

Actively participate in the Annual Review Meeting (ARM) process with the Principal or Principal's nominee (Assessor). The ARM is a positive process for the Teacher and Assessor to:

- Identify and establish professional development goals and avenues for professional development;
- Assist the Teacher in relation to the Australian Professional Standards for Teachers (the Standards); and
- Affirm achievements and identify areas for improvement and development.

Meetings

Attend staff meetings and other meetings as required.

Professional Learning

Relevant professional learning can be accessed with the approval of the Deputy Principal Learning and Teaching.

Management of Staff

As a POL holder the incumbent will be required to effectively manage staff including setting directions, providing feedback and raising any performance concerns in accordance with the College's policies and procedures. As a POL it is expected that the incumbent will conduct Annual Review Meetings with staff, if they are nominated as an Assessor.

Employee Obligations

Policies

All staff are employed under and abide by the *Catholic Education Multi Enterprise Agreement (CEMEA) 2022* (and any instrument that replaces it) and Penola Catholic College policies, guidelines and procedures.

Child Safety

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

Staff must adhere to the following:

- A thorough understanding of the College's Child Protection - Child Safety and Wellbeing Policies and the Child Safety Code of Conduct, and any other policies or procedures relating to child safety and wellbeing;
- Assist in the provision of a child-safe environment for students;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the CEMEA 2022 Clause 13 – Managing Employment Concerns.

Occupational Health Safety

Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. It is the responsibility of all staff to ensure OHS guidelines are met, safe work practices are maintained and all hazards reported to the OHS representative or OHS committee.

Each staff member does make a positive contribution to the College environment. Suggestions that can improve the overall efficiency of a work area are valued and each staff member is encouraged to put forward ideas and suggestions to their Head of Department.