



Position Description



Director of Students

Reports To	Head of Students
Position Classification	POL 4
POL Allowance	\$13,018
Time Release	12 lessons per cycle
Tenure	2026 - 2027
Conditions	Employment is in accordance with the terms and conditions as outlined in the Catholic Education Multi-Enterprise Agreement (CEMEA) 2022 and any instrument which replaces it

Overview

St Columba's College Ltd is a Catholic secondary girls' school located in Essendon under the stewardship of Mary Aikenhead Ministries and conducted in the tradition of the Sisters of Charity.

Staff at St Columba's College are called to be co-workers in the ecclesial mission of witnessing and proclaiming God's reign.

All staff members of St Columba's College are expected to support Catholic education in the spirit of Mary Aikenhead as expressed in the College's Vision and Mission statements. Leaders are expected to reflect the values of Mary Aikenhead Ministries in the way that they perform their leadership role and in the relationships they form with all members of the College community. In particular, Leaders are called to model and practice the Dimensions described in the document *By This Everyone Will Know*.

- The love of Christ Impels us
- Preferential option for the poor
- Going to the margins
- Trust in divine providence
- Called to be extensively useful
- Contemplatives in action

Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

Commitment to Child Safety

St Columba's College is a child safe environment. Our College actively promotes the safety and wellbeing of all students, and all College staff are committed to protecting students from abuse or harm, in accordance with their legal obligations including Child Safe Standards. The College's Child Safety Code of Conduct is available on the College website. Every staff member will have a



demonstrated understanding of the College's Child Safety Code of Conduct. Applicants should have the following qualities and capabilities:

- 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-related work.

Position Summary

The Director of Students is a key wellbeing leader responsible for supporting student engagement, wellbeing and personal growth across the College. Working closely with the Head of Students, House Leaders, staff, students and families, the role provides leadership in pastoral care, student management and student leadership initiatives.

The Director of Students supports the consistent implementation of College wellbeing practices, assists with complex student matters, contributes to the development and delivery of pastoral care programs, and fosters a positive, inclusive and supportive school culture where all students are known, valued and encouraged to thrive. They will also work closely with the Peer Support Leader group.

Key Accountabilities

The Director of Students will:

- Support the House Leaders to plan for and respond to issues regarding student wellbeing and engagement.
- Work collaboratively with the House Leaders to plan for the review, development and implementation of the pastoral program that supports student wellbeing and meets the needs of the cohort and individual students.
- Support the House Leaders to develop the College House system with the Student House Captains/Representatives
- Engage with general responsibilities in the area of wellbeing.

1. Support House Leaders to respond to wellbeing and engagement issues

- Work with House Leaders to consistently implement the Student Management Guidelines across the Houses.
- Work collaboratively with the Wellbeing Team to develop and maintain structures that support student learning, wellbeing and faith, College expectations, parent/carer connections.
- Support transition process for Year 7 students and new students to the college.
- Assist students to access potential sources of support within the school, for example, counselling or learning support programs
- Develop strong relationships with students, parents/carer.
- Support the case management process for students, identified by House Leaders.



- Respond to individual student and parent/carer concerns in an appropriate and timely manner, seeking support from the Head of Students, Student Counsellors and/or the Deputy Principal and Principal as appropriate.
- Monitor issues relating to behaviour tracking, attendance and student management i.e. Pastoral notes
- Provide direction to ensure that students represent the College community in an appropriate and respectful manner by their adherence to uniform and grooming requirements, respect to visitors to the College, and to the public when travelling to and from school or when engaged in learning away from school.
- Use the College Learning Management System to keep student files up-to-date and model the use of the Student Information System for staff.
- Engage with external agencies to support students with wellbeing issues in relation to their learning program.

2. Development, implementation and delivery of the Pastoral Care Program

- Assist House Leaders with the development of an effective Pastoral Care program.
- Engage in regular reviews of the Pastoral Care program to ensure continued relevance for the needs of students and to ensure programs are responsive to emerging issues.
- Support a process for monitoring, recording and rewarding participation and achievement

3. Student Leadership

- Support House Leaders to develop authentic leadership opportunities for House Representatives.
- Support House Leaders, House Captains and House Representatives in the ongoing development of the College House System.
- Oversee the Peer Support Leader (PSL) Program including: planning and facilitating the PSL Training Day; PSL involvement in the Yr 7 Camp and the Peer Power Playshops; reviewing the PSL Program.

4. General responsibilities

- Utilise a coaching model to support teachers to develop their wellbeing practices.
- Support and enact policies and practices that provide for student duty of care.
- Support and challenge staff to meet published college expectations.
- Assist in the coordination of examinations where applicable.
- Communicate regularly with the head of students about events, issues and concerns.
- Attend and have an active presence and participation in college community evenings and events.
- Support the development and management of key points of celebration in the life of the college, for example, St Columba's Day, school assemblies, end of year celebrations, reflection days.



- Ensure that staff members and students implement sustainability best practices.

The Director of Students will, at times, be required to undertake other duties related to the role as directed by the Head of Students, Deputy Principal and/or Principal.

Selection Criteria

- Post graduate qualification in the area of student wellbeing is highly desirable
- VIT registration is essential
- Proven experience in student wellbeing, pastoral care and student management, with the capacity to support positive student engagement, learning outcomes and personal growth.
- Demonstrated ability to build positive and productive relationships with students, families, staff and external agencies, including managing sensitive and complex wellbeing matters with professionalism and discretion.
- Highly developed leadership, coaching and mentoring skills, with the capacity to support and challenge staff to implement effective wellbeing practices and uphold College expectations.
- Experience in the development, implementation and evaluation of pastoral care, wellbeing and student leadership programs that respond to the needs of diverse student cohorts.
- Demonstrated ability to analyse and respond to student wellbeing, behaviour and attendance data, using evidence-informed practices to support individual students and improve outcomes.
- Strong organisational and administrative skills, including the ability to manage competing priorities, maintain accurate records and utilise student management and learning management systems effectively.
- Excellent interpersonal, communication and collaboration skills, with the capacity to contribute positively to a dynamic leadership team and maintain a visible and active presence within the College community.

Risk and Occupational Health and Safety

All staff will:

- comply with legislated occupational health and safety practices and participate in consultative processes
- observe safe work practices in accordance with training and instruction given
- identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring (risks arising in the workplace may be financial, site, task or person specific or related to safety)
- promote and implement occupational health and safety and risk mitigation processes within and across this area of responsibility.

Team Membership

- Wellbeing Team

Other Requirements

- Flexibility to vary working hours to fulfil the requirements of the position
- Professional Business attire



AUTHORISED BY PRINCIPAL
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