

Position Description

Director of Students Senior Years



The Director of Students: Senior Years is directly responsible to the Principal through the Deputy Principal Campus Director (St Clare) and is entrusted with overall responsibility for the guidance and support of the senior students (Years 11 and 12) at Kolbe Catholic College. The Director will promote pastoral care that authentically reflects the shared vision and values of our Christian community. As a member of the College Leadership Team, the Director supports the Principal in all aspects of College leadership.

Leadership Framework:

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

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

They also align with the Leadership in Catholic Schools Framework, focusing on:

- 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 establish annual goals in both their leadership area and professional practice.

Child Safety:

Every person employed or volunteering at Kolbe Catholic 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. 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

Position Responsibilities:

The Director of Students: Senior Years must have the ability to foster, coordinate, and evaluate holistic student learning initiatives and professional learning opportunities, within the context of the:

- College Mission Statement

- Establishment of a culture of achievement and excellence
- Safety and care for the College community
- Victorian Curriculum, VCE, and VCAL pathways and curriculum options
- Educational needs of students
- Professional needs of staff

As a Member of the College Leadership Team:

- Lead the College in providing an exemplary learning environment that celebrates the legacy of St Maximilian Kolbe and the Catholic ethos of the College
- Provide opportunities for staff input and offer comprehensive feedback
- Represent the College in external forums
- Model a leadership style that reflects and supports the Principal's vision
- Lead and initiate school improvement at a whole-College level
- Deputise for the Principal and/or other Leadership Team members as required
- Offer loyalty and support to the Principal and the Leadership Team

Responsibilities:

- Overseeing the holistic development of senior students
- Collaborate with House Leaders and Curriculum Leaders on student pathways and alternative programs
- Design and oversee a Personal Development Program/Preventative Education for Years 11-12, based on Positive Psychology
- Support the Deputy Principal – Students in leading the House Leaders Team
- Exercise pastoral care to reflect College values and ethos
- Promote and practise the College's values and responsible student behaviour procedures through Restorative Practices
- Implement College strategies that reflect Gospel values
- Contribute to a "whole school approach" to student development
- Promote mental and physical health strategies
- Lead and support the House Leader team in developing the Pastoral Care program
- Ensure student wellbeing learning is integrated within the overall curriculum
- Understand the needs of students at their respective year levels
- Apply and support all College policies related to student management and care
- Communicate with parents in support of students and staff as required
- Support and guide House Leaders and attend House-based assemblies
- Ensure students understand expectations for completing and submitting work
- Work closely with the Learning Support Coordinator to support students with special needs
- Monitor student absences
- Assist with arranging Parent/Teacher/Student evenings, parent functions, visiting speakers, and events
- Prepare reports for the College Newsletter, magazine, and other publications

Student Wellbeing:

- Lead the implementation of wellbeing programs such as Peer Support, Wellbeing Days, and Year Level Assemblies
- Support student wellbeing, welfare, and discipline

- Provide effective intervention and collaborate with the Counselling team and Deputy Principal - Students for higher degrees of intervention
- Liaise with the Counselling team for student welfare management
- Support at-risk students and liaise with Learning Support and Curriculum Leaders

Other Duties:

- Undertake other duties as required and negotiated with the Principal
- Involvement in College Community activities outside designated school hours and during some school holidays, as negotiated

Position Classification:

- Position: Director of Students Senior Years
- Remuneration: Monetary and time allowance above the current POL framework
- Tenure: 5 Years (August 2026 to January 2031)
- Review: Performance review conducted mid-way through the tenure period, based on self and peer appraisal

Key Selection Criteria

For inclusion with your application, please attach a brief statement addressing your concept of leadership, including goals you would set for the position, and your response to the following selection criteria:

Faith Leadership:

1. Commitment to the values and ethos of Catholic education.

Educational Leadership:

1. Successful teaching experience.
2. Demonstrated capacity to initiate improvement in teaching, learning, and classroom practice.
3. Details of recent postgraduate study and/or immediate intentions for future study.

Relational Leadership:

1. Demonstrated ability to foster and develop appropriate relationships with staff, students, parents, and the wider community.
2. Demonstrated ability to work collaboratively and cohesively with teams within the school.

Organisational Leadership:

1. Demonstrated ability to plan and manage resources effectively and equitably to support the educative programs of the school.

Through addressing the above criteria, applicants should be able to demonstrate capabilities in areas such as:

- 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 and effectively in the face of changing priorities, deadlines, and pressure.
- Commitment to ongoing professional learning.
- Exemplary teaching skills and practices.
- Generosity of spirit.

We look forward to receiving your application and learning more about your qualifications and vision for this important leadership role at Kolbe Catholic College.