

POSITION DESCRIPTION

Head of Students (Years 10 – 12)

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.

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

LEADERSHIP AT JOHN PAUL COLLEGE

Leadership is the ability to positively influence others to achieve a shared vision.

At John Paul College we expect that our leaders have the capacity to action this vision through the MACS vision for leadership which involves eight essential leadership capabilities grounded in one precondition: a Catholic way of being.

The eight leadership capabilities are:

- Leading Catholic mission
- Developing self
- Growing others
- Enabling wellbeing
- Cultivating learning, development and engagement
- Enhancing change
- Managing resources
- Engaging community

Positions of Leadership at John Paul College carry a responsibility to actively shape and sustain our culture and are grounded in exemplary classroom practice. Leaders are first and foremost highly effective teachers who demonstrate consistently high standards of professional practice and conduct in their everyday work, including reliable attendance and punctuality, active and timely engagement in meetings and duties, and the thorough and timely completion of assessment, reporting, communication and record-keeping responsibilities.

From this foundation, leaders are expected to model and embed the College's Leadership of Culture - Unity, Support, Growth and Responsibility - through their leadership practice, relationships and decision making. Leaders foster unity and belonging, provide consistent and compassionate support, encourage personal and collective growth, and act with integrity and accountability in service of students, staff and the wider community.

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.

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.

The work of the Head of Students (10 - 12) will be informed by a vision of Catholic education that is Gospel-based, people-centred, inclusive, and holistic. The Head of Students (10 - 12) will work to develop an understanding of the Catholic, Marianist and Sisters of the Faithful Companions of Jesus ethos and the values of the College and ensure that they work within those foundational traditions and mission of the school.

The work of the Head of Students (10-12) is grounded in the College's Leadership of Culture — Unity, Support, Growth and Responsibility — which guide leadership practice, relationships and decision-making across the community.

PURPOSE OF POSITION

The Head of Students (10-12) is a senior leadership role responsible for fostering student engagement, belonging, participation and positive behaviour across Years 10-12. The role provides leadership of the pastoral care program and works collaboratively with Heads of Year, House Leaders, Counsellors and other key staff to ensure students are appropriately supported to engage successfully in learning and school life.

The Head of Students (10-12) plays a key role in implementing the College's Multi-Tiered System of Supports (MTSS), ensuring that student engagement, wellbeing, attendance and behaviour supports are coordinated, data-informed and responsive to student needs.

The Head of Students leads the conditions that enable student engagement, belonging and success, recognising that positive wellbeing outcomes are achieved through strong relationships, effective pastoral care and coordinated support systems.

As a member of the Student Engagement leadership team, the Head of Students works collaboratively with Counsellors, the Learning Diversity team and other specialist staff to coordinate tiered supports and interventions, ensuring students receive appropriate support while maintaining a clear focus on student engagement, participation, belonging and positive outcomes.

The Head of Students (10 - 12) is required to be familiar with and comply with the College's Child Safety Policy and the Code of Conduct. The Head of Students (10 - 12) 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 Students (10 - 12) is a designated Child Safety Officer within the College.

As a leader in the College, the Head of Students (10 - 12) 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 Students (10 - 12)'s work will be informed by a vision of Catholic education that is Gospel-based people-centred, inclusive and holistic. The Head of Students (10 - 12) gives witness to gospel values in all aspects of their work and encourages and supports staff to do likewise.

SPECIFIC RESPONSIBILITIES

The specific responsibilities for the Head of Students (10 - 12) are:

- Leadership of student engagement and pastoral care across Years 10-12
- Implementation of the Pastoral Care Policy and Student Code of Conduct
- Coordination of the Years 10-12 Student Engagement and Pastoral Care Program
- Implementation of the College's Multi-Tiered System of Supports (MTSS)
- Special Year 10, 11 & 12 Events
- Other duties as directed

SPECIFIC TASKS

Unity

- Builds strong, inclusive year level cultures that promote belonging and connection.
- Works collaboratively with Heads of Year, House Leaders and staff to ensure consistency of practice.
- Strengthens partnerships with families and the wider College community.
- Promotes a shared and consistent approach to student engagement, positive behaviour and pastoral care.

Support

- Leads and models a proactive and compassionate approach to student engagement and support.
- Supports staff in responding to engagement, attendance, behavioural and pastoral concerns through evidence-informed practices.
- Works collaboratively with the Counselling Team, Heads of Year, House Leaders and College leadership to coordinate appropriate student supports.
- Ensures students requiring Tier 2 and Tier 3 interventions are identified, supported and monitored through the College's MTSS framework.
- Facilitates access to specialised wellbeing and counselling services where required while recognising that counselling support remains the responsibility of appropriately qualified staff.

Growth

- Leads the development and continual improvement of the Years 10–12 Pastoral Care Program.
- Builds staff capability in wellbeing, restorative practice and student management.
- Encourages reflective practice, professional dialogue and innovation within teams.
- Uses attendance, behavioural, engagement and wellbeing data to inform strategies and tiered interventions that enhance student outcomes.
- Leads the implementation and ongoing evaluation of MTSS practices within Years 10-12.

- Builds staff capacity to effectively implement Tier 1 supports and contribute to targeted intervention planning.
- Supports the implementation of College strategic priorities

Responsibility

- Ensures consistent implementation of the Student Code of Conduct and Pastoral Care Policy.
- Exercises sound judgement in managing student behaviour, including restorative and formal responses.
- Ensures engagement, attendance, behaviour and wellbeing supports are implemented consistently and aligned with the College's MTSS framework.
- Leads key senior school events and contributes to the broader College program.
- Maintains accurate records and ensures compliance with College policies and child safety obligations.
- Acts with integrity, discretion and accountability in all decision-making

Special Year Level Events

- Leads the planning and coordination of the Year 10 Activities Program.
- Assists with the planning and coordination of the Year 12 celebrations.
- Attends all Year 10 - 12 Information Evenings and Pastoral Evenings.
- Attends House Assemblies and leads Year level Assemblies.

Other responsibilities as required

- It is anticipated that the Head of Students (Years 10–12) may, from time to time, be required to undertake other duties related to the role as directed by the Principal or Deputy Principal – Students & Engagement.

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 demonstrate:

Commitment to Mission and Culture

- A demonstrated commitment to the ethos of Catholic education and the mission of the College
- The capacity to model and embed the College's Four Pillars of Culture: Unity, Support, Growth and Responsibility

Leadership and Collaboration (Unity)

- Proven ability to build strong relationships and foster collaboration across teams
- The ability to lead and sustain effective teamwork and a positive culture

Student Engagement and Support

- Strong knowledge of contemporary student engagement, attendance, behaviour support and wellbeing practices
- Demonstrated capacity to respond to complex student matters with empathy, professionalism and sound judgement
- Demonstrated understanding of Multi-Tiered Systems of Supports (MTSS) and the use of data to inform targeted student interventions

Continuous Improvement (Growth)

- A commitment to ongoing professional learning and reflective practice
- The ability to lead improvement, innovation and capacity building within teams

Professional Practice and Accountability (Responsibility)

- High levels of professionalism, discretion and integrity
- Strong organisational and communication skills
- A proven record as an exemplary teacher
- Current Victorian Institute of Teaching registration

REPORTING RELATIONSHIPS

REPORTS TO: Deputy Principal – Students & Engagement

ASSOCIATED RELATIONSHIPS: Principal, Deputy Principals, Heads of Learning, Director of Operations, Director of People & Culture, Business Manager and other positions as appropriate.

POSITION CLASSIFICATION

Level of responsibility: POL4

Time allowance: 0.5 FTE (22 / 44 periods per cycle).

This position is employed in accordance with the terms and employment conditions as per the Catholic Education Multi-Enterprise Agreement 2022 (CEMEA) as amended.

Must hold valid *Victorian Institute of Teaching* Registration

Tenure: The tenure of this position is for an initial period of three years. Following review, the position may be renewed or varied in accordance with 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 teachers must hold a Victorian Institute of Teaching Registration.