



Position Description: Dean of Senior School (10 – 12)

Position Objectives:

The Dean of Senior School is committed to the College vision and mission and has the responsibility for the leadership, management and the welfare of students and staff in the Senior School (Years 10 – 12).

Incumbent:	Reports to: Director of Students
Commencement: 2027	KLR Level: 6
Duration: 3 years	Time Allowance: 10 periods

All St Kevin's staff are required by their position to:

- Demonstrate commitment to the College's vision and mission
- Model and promote the gospel values and understand the charism of Edmund Rice in all aspects of leadership and community life. Contribute to the delivery of strategy and plan.
- Foster a culture of excellence by supporting and driving high academic standards, innovation in teaching, and evidence-informed practice.
- Demonstrate inclusive leadership by actively promoting diversity, equity, and the dignity of all individuals
- Support collaborative decision-making by practicing subsidiarity and empowering others through shared leadership.
- Strengthen community connections through transparent communication and authentic partnerships with key stakeholders.
- Act as a responsible steward of College resources.
- Stay abreast of and comply with all College policies.

Key Responsibilities:

Leadership and Management	• Contribute to the strategic direction of the College • Be responsible for the achievement of the College vision and goals through the development and delivery of high-quality teaching and learning outcomes for all students • Establish and maintain a supportive school environment • Have a broad knowledge of the life of the College, detailed awareness of individual boys and a willingness to give of oneself rather than simply giving of one's time • Be available to participate in interview panels when called upon by Human Resources and/or the Principal • Demonstrate effective leadership in high level behaviour management and in restorative practice techniques • Attend out of hours events as needed as a key leader in the College • Engage in regular mentoring from appropriately experienced leaders both within and beyond the College, especially in the area of risk and safeguarding • Assume the role of Child Safety Officer and work closely with the Dean of Child Safeguarding in relation to support investigations and Child Safety matters
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Effective management of the Senior School

- Develop procedures with College Leadership Team/DP- Student Engagement approval to ensure that every student is monitored academically and pastorally in a consistent and ongoing manner
- Support Tutors and House Heads in the implementation of behaviour management policies in a fair and consistent manner
- Lead the management of student behaviour that aligns with Level 3 matters in the Guide to Behavioural Support
- Triage and escalate Level 4 behaviours appropriately to the DP- Student Engagement, maintaining involvement and pastoral care of students.
- Support House heads in Management of Level 2 behaviours in the Senior School.
- Create and implement a mentor program for Assistant House Heads to develop their leadership as pastoral leaders.
- Ensure clear communication between school and families for students in the Senior School
- Champion and model the regular use of School Box pastoral notes for student matters
- Oversee complex student issues in relation to student attendance, liaising with parents and external bodies
- Work closely with the Dean of Child Safeguarding on significant student issues that require support and reporting.
- Conduct fortnightly meetings with the KLR group in Years 10-12
- Plan and oversee Senior School Assemblies
- Visit and present at House Assemblies
- Chair Pastoral Committee meetings
- Liaise with the Faith and Mission Team regarding Year Level liturgies and community service
- Support tutors and House Heads in the management of Tutor Group activities and Year Level activities including risk management and safety plans
- Attend key school events and liturgies outside of school hours, representing College leadership and the Senior School as needed
- Support parent functions
- Monitor Senior School student attendance records
- Work closely with Student Leadership Leader to develop student agency and involvement in the College.
- Oversee the event and student management for Year 12 end of year celebrations
- Oversee Senior School events including but not limited to Formals, Socials and Collaboration with other schools.



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Providing high quality student pastoral care	• Oversee the work of the Student Wellbeing Programs Leader to ensure it meets the needs of the Senior School. • Liaise with the Learning Diversity Leader for students in need of support and enrichment • Liaise with the Learning and Teaching leader to effectively implement College policies and procedures • Ensure that 'Relationship-Centred Education' is at the heart of pastoral care • Promote restorative justice and conduct meetings as required • Ensure the monitoring of standards of safety, social conduct, punctuality and attendance, taking a leading role in conduct in transit to and from school. • Maintain uniform and grooming standards, and travel behaviour of students in Years 10-12 • Oversee the orientation of new students and monitoring their progress • Liaise with outside professionals with respect to the wellbeing of students with special needs • Encourage positive parent contact to promote strong community relationships
Academic assistance to Senior School students	• Assist the Deputy Principal - Teaching and Learning and Heads of House in ensuring that the highest level of classroom teaching and management are provided for students • Assist in the selection of students to study VCE 3/4 units • Oversee the study program for senior students "LIFT" • Share the supervision and monitoring of the student' use of the Albert Street Study Centre after school • Liaise with the Deputy Principal - Teaching and Learning and the Senior School Teaching and Learning regarding semester examinations, particularly where absenteeism, re-scheduling and special provisions are concerned • Work closely with the Deputy Principal - Teaching and Learning and Heads of House to identify and work on strategies to assist Year 12 students with their study programs

Supporting College programs	• Oversee the co-curricular involvement of Senior School students • Oversee the Years 10 and 11 Outdoor Activities Program (OAP) by assisting with student preparation, and participating in the program • Promote student wellbeing through ongoing development and implementation of the Senior School Pastoral program with College Psychologists and Senior School Wellbeing Leader. • Support the Careers Department with Transition to University programs • Work collaboratively with other Deans in the College to sustain a high challenge/high support culture for teachers and students.
Risk Management	• Contribute to a healthy and safe work environment by complying with all safe work policies and procedures, and ensuring all reasonable steps are taken to identify and manage foreseeable risks.
Child Safety	• Comply with the College's child-safe policy, code of conduct and any other policies or procedures relating to child safety. • Assist in the provision of a child-safe environment for students. • Be an active member of the Child Safety Committee and act in the role of Child Safety Officer
Professional development	• Build capacity through targeted professional learning programs to keep abreast of current educational understanding and personal, professional growth. • Engage in professional development and growth opportunities relevant to the role
General Duties	• Abide by the St Kevin's College Code of Conduct. • As required, attend College meetings, conferences and after school events, faith days and liturgies. • Demonstrate commitment to the College vision and mission. • Champion wellbeing by cultivating respectful, safe and supportive environments for students, staff and families. • Accept reasonable direction and other duties from the Principal and/or delegates.