



Director of Students

'Inspiring Minds, Hearts & Spirits'

Red Bend Catholic College Forbes, located in a peaceful rural setting with state of the art facilities, is seeking dynamic staff who will Inspire Minds, Hearts and Spirits. If you are passionate about making a difference in the lives of students, then we encourage you to join our Catholic Marist community.

The Director of Students is a member of the College Executive with delegated responsibility for the ongoing wellbeing of students. The primary focus of the Director of Students is to provide effective leadership for the wellbeing, pastoral care and management of students.

The Benefits

- A part of a vibrant, inclusive and thriving rural community.
- Competitive remuneration.
- Ongoing professional development and training.
- A safe, caring and supportive work environment.
- A highly collaborative and supportive environment for early career and experienced teachers.

ESSENTIAL CRITERIA - The successful candidate will:

- Have a willingness to support the Catholic Ethos of the College, its Marist and Mercy Charism and the Vision of Red Bend Catholic College
- Experience as an Spiritual and Cultural, Pastoral and Administrative and Educational Leader
- Be able to demonstrate a willingness to work in a collaborative manner as part of an Executive team.
- Have a preparedness to follow the College administrative practices and policies.
- Be able to demonstrate a commitment to ongoing professional development.
- Have recognised Tertiary Educational Qualifications.

How to apply

Applicants should forward a written application including a cover letter and a personal and professional resume, giving details of background and experience.

Applicants must complete the Red Bend Catholic College application form and return this with their application, including any relevant documentation.

Applicants will be required to have NESA accreditation to teach in NSW and a NSW Working with Children Check. Red Bend Catholic College is committed to child safety through the Marist Schools Australia Child Safeguarding Standards.

Please apply by email to employment@redbendcc.nsw.edu.au

Applications close Friday 29 July 2022.

Privacy

Red Bend Catholic College, as part of the recruitment process, will be collecting information about you. This information will be included in the recruitment file, and will be read by Administration and Executive Staff, and members of the interviewing panel.

Equal Employment Opportunity

The College aims to ensure fair, equitable and non-discriminatory consideration for all applicants, regardless of sex, ethnic or racial origin, or physical disability.

Director of Students – POSITION DESCRIPTION

Position Title:	Director of Students
Reports to:	Principal
Location:	College Road, Forbes NSW 2871
Enterprise Agreement:	NSW Catholic Independent Schools (Teachers – Model C) Multi-Enterprise Agreement 2020
Classification:	Coordinator 3 under the Enterprise Agreement

ROLE PURPOSE

The Director of Students is a member of the College Executive with delegated responsibility for the ongoing wellbeing of students. The primary focus of the Director of Students is to provide effective leadership for the wellbeing, pastoral care and management of students.

ROLE ACCOUNTABILITY

1. As a delegated Spiritual/ Cultural Leader

- Promote, develop and protect the vision, beliefs, ethos and Catholic educational tradition in every aspect of College life
- Wholeheartedly support the Marist Charism of the College
- Create a climate of care and hospitality for all branches of the College family
- Giving leadership to the Marist identity, life and culture of the school within the evangelising Mission of the Church

2. As a delegated Administrative Leader

- Leading the development of student wellbeing, pastoral care and management within the House System
- Ensuring that Pastoral Care is consistent and encourages positive behaviour
- Develop effective and consistent ways of monitoring student progress and communicating this to parents and other stakeholders
- Liaise with the Year 7 Advisor to best support Year 7 students and teachers
- Overseeing student pastoral reports
- Coordinating and delegation of tasks such as Dinner Dances, Discos, Peer Support, Year 12 Activities Program and other tasks as required
- Coordinate and build capacity of the Student Representative Council
- Ensuring that all pastoral staff engage in a program of regular goal setting and review;
- Ensuring that the House Coordinators work as a team and develop own teams
- Overseeing the development of effective Pastoral Care teachers
- The coordination of Student Leadership

- Assist with the management of parent complaints
- Ensure that effective channels of communication of student information between teachers and coordinators are in place
- Present relevant information at College assemblies as required.
- Liaise with Deputy Principal and House Coordinators for followup of student attendance.
- Other duties as required by the Principal

3. As a delegated Pastoral Leader

- Overseeing, development and evaluation of the Pastoral Care program
- The management and implementation of the Student Wellbeing Policy
- Ongoing development and evaluation of the Student Wellbeing program
- Modelling effective and proactive pastoral care of students that is characterised by:
 - A true demonstration of care for each student; and
 - A pastoral climate that is positive and safe informed by Catholic Social teaching
- Ensure that College policy and practice are respectful of all people, and nurture respect for difference in all its forms
- Ensure that student behaviour management is based on a restorative practices model.
- Support the implementation of a high standard of student wellbeing in all facets of College life
- Investigate student matters as required
- Working closely with colleagues in the College Executive
- Working closely with and build the capacity of the Student Wellbeing Team to regularly review the effectiveness of the College approach to student pastoral care
- Leads behaviour management in consultation with the Deputy Principal

4. As a delegated Educational Leader

- Facilitating the selection, induction, development and ongoing performance review of pastoral care staff
- Ensuring that all pastoral care staff are aware of legal and statutory requirements
- Work closely with Director of Learning and Teaching to establish effective procedures for the collection and recording of information about student academic progress, including the provision of easily accessible information on student academic performance to each House Coordinator
- Work closely with Pastoral Leaders to develop effective and consistent procedures for monitoring of and reporting on student academic progress.

SPECIAL REQUIREMENTS

The nature of this position is such that the Director of Students may be required outside the “normal” office /college hours to support the Principal in various forums and to attend meetings and presentations whenever necessary.