

Role Description

Dean of Pastoral Care

Reports to: Head of Student Wellbeing

Status: Permanent full-time, Monday to Friday

Teaching load: 0.4 FTE (approximately)

The Dean of Pastoral Care is a member of the Leadership Team and, therefore, contributes to the leadership of the School in all its areas - academically, pastorally, cocurricularly and spiritually.

Attendance at, and contribution to, leadership discussions and meetings are inherent to the role. Communication with all other members of the Leadership team is essential.

The Dean of Pastoral Care attends all formal school functions in a leadership capacity, and attends informal school functions such as sport matches, festivals and concerts as often as possible.

Responsibilities:

The Dean of Pastoral Care:

- Reports to and meets fortnightly with the Head of Student Wellbeing
- Oversees Year 7 Orientation Program
- Stays abreast with current issues facing adolescent girls and their families
- Reviews and refines the pastoral program annually in collaboration with the Head of Student Wellbeing
- Responsible for training and mentoring tutors
- Supports pastoral tutors in the running of the pastoral care program by regularly visiting tutor groups, helping to foster a consistent approach to pastoral care across the school
- Implements the pastoral programs for Years 7-12, including running seminars, booking speakers and organising/ running bespoke pastoral care sessions on key topics with relevant year groups, as required
- Monitors and follows up the attendance of students, keeping the Head of Student Wellbeing and the Head of Teaching and Learning informed of any attendance issues
- Supports Year Coordinators with managing and investigating pastoral and discipline concerns in relevant year groups, which may include parent meetings and communication
- Regularly meets with and supports students of concern with organisation, engagement in school life, attendance and managing behaviour
- Works collaboratively with Year Coordinators and the Dean of Academic Care to support students
- Ensures that serious pastoral issues are brought to the attention of the Head of Student Wellbeing
- Meets fortnightly with the Pastoral Care team during scheduled meeting times, and at other times as required
- Attends student data review meetings once a term with the Head of Student Wellbeing, Head of Teaching and Learning and Dean of Academic Care
- Collects data for the NCCD, as required
- Is involved in the cocurricular life of the school

- Responsibility for overseeing detentions when the School Adjutant is unavailable
- Attends camps and may take on an organisational role as required as a senior member of staff
- May be asked to act as a Year Coordinator in the event of a period of unexpected absence
- May be delegated responsibility in the absence of the Head of Student Wellbeing
- Carries out any other task as reasonably requested by the Principal.

Personal Attributes

- Possess excellent written and verbal communication skills
- Demonstrate thoughtful and helpful initiative
- Be a generous team player
- Be a positive and constructive member of the Leadership Team
- Be discreet
- A willingness to embrace and enhance the Christian ethos and practice of the School
- Loyal to the School and the Principal and publicly supportive of her decisions.