

Role Description

Dean of Pastoral Care – Junior School

Reports to: Head of Junior School

Teaching Load: 0.4

Leadership

The Dean of Pastoral Care contributes to the leadership of the Junior School in all areas – academically, pastorally, cocurricularly and spiritually. This includes attending staff prayer meetings, publicly praying and modelling a Christian lifestyle.

The Dean of Pastoral Care attends formal school functions in a leadership capacity and attends informal school functions as often as possible. Attendance at functions is determined in consultation with the Head of Junior School.

Responsibilities

The Dean of Pastoral Care:

- Leads the implementation of academic care and wellbeing approaches, consistent with the Christian ethos of the School
- Remains abreast of current research in pastoral care
- Provides rigorous professional learning to staff on pastoral issues
- Develops and facilitates a social skills program
- Ensures that serious pastoral issues are brought to the attention of the Head of the Junior School
- Supports Year Coordinators with managing and investigating pastoral and discipline concerns in relevant year groups, which may include parent meetings and communication
- Works collegially with the Learning Support Coordinator and School Counsellor to provide ongoing support to students with additional needs, both within and beyond the classroom
- Collects data for the NCCD, as required
- Uses data to respond to student needs
- Manages the orientation of new students and the progression of Year 6 students to the Senior School
- Organises the pastoral handover of students annually
- Organises the development of class lists in consultation with the Junior School Deans
- Organises the selection process for student leadership positions and oversees the student leader programs
- Acts as a Year Coordinator in the event of a period of unexpected absence
- Monitors and evaluates playground and lunchtime activities, and leads initiatives to encourage appropriate, developmental play and interactions between students
- Promotes and addresses the connection between wellbeing and academic progress to parents
- Promotes the importance of school attendance to the parent community and works proactively with students to encourage active participation in schooling
- Ensures attendance data records are accurately maintained
- Oversees the Olympus program in the Junior School
- Tracks and monitors student attendance and responds to issues in a timely manner, including leave requests

- Serves as an accredited Child Protection Investigator, as required by the Principal, and works with the Head of Junior School to ensure that the Junior School is a child safe institution in accordance with the recommendations of the Royal Commission
- Carries out reasonable and/or emergency duties as requested by the Principal or Head of Junior School.

Personal Attributes

The Dean of Pastoral Care:

- possesses excellent written and verbal communication skills
- is a positive and constructive member of the Leadership Team
- is organised, efficient, discreet, discerning and kind
- willingly embraces and enhances the Christian ethos and practice of the School
- is loyal to the Head of Junior School and Principal and publicly supportive of their decisions.