STUARTHOLME SCHOOL

DEAN OF STUDENT WELLBEING

ROLE PURPOSE

The Dean of Student Wellbeing is an essential member of the School Leadership Team with delegated responsibility for the oversight of student pastoral care practices and procedures as an integral part of the Sacred Heart Stuartholme School community. The Dean of Student Wellbeing is responsible directly to the Principal.

ROLE ACCOUNTABILITY

Team Leadership:
To exercise effective team leadership for the development and support of an efficient student wellbeing team, in line with the concept of Teams and Team Leadership that underpins the organisational structure of the School. The duties listed below may also incorporate other duties as requested by the Principal from time to time.

Spiritual Leadership
As a delegated Spiritual Leader, the Dean of Student Wellbeing will assist in the development of the School as a faith community by:

- Promoting, developing and protecting the vision, beliefs, Sacred Heart ethos and Catholic educational tradition in all aspects of School life;
- Encouraging, facilitating and participating in the liturgical and celebratory life of the School;
- Ensuring regular opportunities for student and wellbeing staff prayer and encouraging and facilitating opportunities for the faith development of staff;
- Wholeheartedly supporting the Mission of the School;
- Modelling Gospel values of justice, reconciliation and hope;
- Ensuring that School policy and practice nurtures respect for difference in all its forms.

Community Leadership
As a delegated Community Leader, the Dean of Student Wellbeing will assist in the nurturing of positive human relations in the School community by:

- Promoting and encouraging the community of staff;
- Ensuring that the Sacred Heart ethos is known, cared for and developed among the Wellbeing team;
- Ensuring that staff have opportunities to develop their sense of “teamness”;
- Promoting and encourage an understanding of community that celebrates diversity within and acknowledges the gifts of each individual.

Student Wellbeing Leadership
As the delegated pastoral leader the Dean of Student Wellbeing will assist the Principal in the effective administration of the School by:

- Working closely with colleagues on the Leadership Team to develop and implement an effective approach to and system of student wellbeing that is consistently applied across years 7 to 12;
- Working closely with the Wellbeing Team to monitor the effectiveness of the School’s approach to student wellbeing;

- Ensuring that the care for student wellbeing exercised in the school encourages positive student behaviour;
- Ensuring that all staff are aware of and effectively implement School policy and procedures in relation to student management;
- Ensuring that all students are aware of School policy and procedures in relation to student management;
- Ensuring that teachers work closely with Leaders of Student Wellbeing and where necessary and appropriate, the Dean of Boarding, the School counsellors and parents;
- Modelling effective and proactive pastoral care of students that is characterised by a true demonstration of care for each student;
- Liaising with Leaders of Student Wellbeing, Teachers, School Counsellors, Teacher Mentors, senior Boarding staff and the Principal and Deputy Principal on any significant issue regarding the welfare and progress of individual students.
- Liaising with Leaders of Student Wellbeing, senior Boarding staff, teachers, school counsellors, teacher mentors, parents and the Principal and Deputy Principal on any students who appear to be at risk and ensuring that such students are closely monitored;
- Communicating appropriate student management procedures to staff, students and parents as appropriate;
- Ensuring that the exercise of student management is fair and consistent and that students learn to be accountable for their actions;
- Providing pastoral care of Leaders of Student Wellbeing organising and supervising the extra curricula activities in which students participate;
- Liaising regularly with key staff and volunteer personnel who are involved in extra-curricula activities in which students participate;
- Developing, articulating and monitoring clear expectations in regard to student presentation (including uniform);
- Developing, articulating and monitoring clear expectations and consequences in regard to student behaviour;
- Implementing procedures for the effective induction of all new students enrolled in the School;
- Developing and implementing in collaboration with the Leaders of Student Wellbeing and the Principal, an effective approach to student leadership across all levels of the school;
- Overseeing the organisation of student camps;
- Overseeing the development of effective implementation of the personal development program;
- Working with student leaders and the student leadership development process;
- Implementing school policy in regard to student exit and the provision of student testimonials;
- Liaising regularly with the school counsellors.

Educational Leadership

As a delegated Educational Leader, the Dean of Student Wellbeing will assist the Principal in the promotion of the School as a centre of high quality teaching and learning by:

- Facilitating the selection, induction, development and ongoing performance review of Wellbeing staff in collaboration with the Deputy Principal;
- Ensuring that all student wellbeing staff are aware of legal and statutory requirements;
- Work closely with the Deputy Principal to develop and establish effective procedures for the collection and recording of information about student academic progress and the provision of easily accessible information on student academic performance to each Leader of Student Wellbeing;
- Work closely with the Leaders of Student Wellbeing to develop effective and consistent procedures for monitoring of and reporting on student progress.

Administrative Leadership

As the delegated Administrative Leader, the Dean of Student Wellbeing will assist the Principal in the effective administration of the School by:

- Coordinating the Leaders of Student Wellbeing and teacher mentors responsible for homerooms in relation to the induction and ongoing development of teacher mentors and Leaders of Student Wellbeing and in the setting and maintaining of appropriate standards of supervision to ensure they are consistently applied.
- Ensure that communication channels between subject teachers, Leaders of Student Wellbeing, teacher mentors and parents are effective;
- Oversee student wellbeing reports.

LENGTH OF TENURE

The Dean of Student Wellbeing is appointed for an initial period of five years with a further five year appointment subject to a satisfactory performance review at the conclusion of the first five year period. After the completion of 10 years, the School may at its discretion advertise the role.

APPRAISAL/REVIEW CONDITIONS

The Dean of Student Wellbeing will be required to undergo a yearly Professional Review with the Principal and a comprehensive Performance Appraisal towards the end of the appointment contract time in accordance with the School's enterprise agreement. The Performance Appraisal will be conducted at the request of the Principal.

SPECIAL REQUIREMENTS

The nature of the position is such that the Dean of Student Wellbeing is required to be available outside "normal" School hours and to participate fully in the total life of the School.