



Role Description

Position Title	Leader of Student Wellbeing
Position Level	Middle Leadership Tier 2.2 plus Teacher Classification
Salary	Variable – as per <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2019-2023</i> (the 'EBA')
Department	Student Wellbeing
Reports to	Dean of Student Wellbeing
Supervisory Responsibility	None
Employment type	4-year term under provisions as per EBA. Substantive permanent teaching role.

PREAMBLE

As an international School of the Sacred Heart, Stuartholme School is a Catholic day and boarding school situated in Toowong, Brisbane. Founded in 1920, the school continues the educational vision and mission of Saint Madeleine Sophie Barat, foundress of the Society of the Sacred Heart. Stuartholme School is committed to the Goals of Sacred Heart Education whereby we educate to:

1. A personal and active faith in God
2. A deep respect for intellectual values
3. Building community as a Christian value
4. A social awareness that impels to action
5. Personal growth in an atmosphere of wise freedom.

These goals are the essential principles and values of Stuartholme School, a forward-thinking and dynamic learning community whereby the individual child at the centre of the educational endeavour; the value of women is proclaimed; and respect for difference in all its forms is nurtured.

ROLE PURPOSE

The Leader of Student Wellbeing operates under the direction of the Dean of Student Wellbeing with responsibility for student pastoral care across a year level. The Leader of Student Wellbeing is appointed to either a junior school or senior school cohort and will be responsible for those students as they progress through Years 7 to 9 or through Years 10 to 12.

ROLE ACCOUNTABILITY – MIDDLE LEADERSHIP

As a Leader of Mission and Identity, you will assist in the development of the School as a faith community by:

- proclaiming, sharing and celebrating our Catholic faith in all aspects of school life;
- educating students in the values, traditions and spirituality of the Society of the Sacred Heart;
- facilitating and supporting a school culture of prayer, rituals and practices which reflect being a Catholic school in the Sacred Heart tradition;
- expressing our Catholic faith tradition through our service to others, particularly the poor and marginalised;

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- actively promoting justice, peace and the integrity of creation in all aspects of school life.

As a Leader of Education, you will focus on the individual student and her holistic development by:

- embedding/supporting the Stuartholme pedagogical framework;
- co-developing and implementing a program of academic care;
- actively engaging in the school's commitment to continual improvement, through informed research which leads to innovative practice;
- modelling to colleague's high expectations in pedagogy, assessment and reporting;
- tracking the learning needs of all students and working collaboratively as Middle Leaders to ensure each individual student's educational outcomes are optimised;
- implementing/promoting a curriculum which prepares our students for active global citizenship and includes JPIC perspectives (Justice, Peace and the Integrity of Creation).

As a Leader of Community, you will assist in the nurturing of positive relationships by:

- providing an environment where each student's spiritual, intellectual, social, emotional and physical development is nurtured;
- contributing to Stuartholme's spirit of welcome and hospitality;
- promoting capacity building among colleagues;
- promoting and encouraging an understanding of community that celebrates diversity and acknowledges the gifts of each individual;
- promoting and modelling elements of positive relationships including respect for self and for others, humility and a sense of hope;
- working in partnership with parents and families;
- effectively engaging and communicating with fellow members of the Stuartholme family;
- embracing opportunities for connecting with local, national and global communities;
- developing and supporting community partnerships.

As a Leader of Administration, you will be responsible for:

- ensuring that administrative practices and procedures in the School are consistent with School policies and the ethos of Sacred Heart Education;
- supporting procedures that ensure the School's compliance with all regulatory authorities.

LEADER OF STUDENT WELLBEING

Student Wellbeing

The Leader of Student Wellbeing works closely with the Dean of Student Wellbeing, and, as required, other Leaders of Student Wellbeing and the Wellbeing Team to:

- facilitate and model a positive and nurturing environment which is a key characteristic of the School.
- develop and implement an effective approach to, and system of, student wellbeing that is consistently applied across Years 7 to 12.
- monitor the effectiveness of the School's approach to student wellbeing.

The Leader of Student Wellbeing is required to:

- demonstrate knowledge and understanding of all policies pertaining to student wellbeing and behaviour management.
- establish and implement procedures for the efficient functioning of the role and duties.
- encourage student pride in wearing the school uniform and monitor this in conjunction with the Teacher Mentors and other staff.

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- welcome new students to the year level and ensure their smooth transition into the school as well as farewelling students leaving the school.
- pass on medical documentation about students to other relevant stakeholders and in accordance with privacy legislation and policies.
- meet regularly with the Dean of Student Wellbeing and the Counsellors to discuss students of concern with respect to their wellbeing, behaviour and attendance issues.
- work closely with Dean of Student Wellbeing and Counsellors:
 - in supporting students with social and emotional and/or behaviour issues, to modify behaviour through a tracking and monitoring process.
 - on the development of wellbeing plans for students with serious mental health issues.
 - to develop, implement and manage a term by term Wellbeing Program including individual lesson plans.
- liaise with the Director of Studies when students need academic support including provisions and alternative assessment arrangements.
- maintain a strong knowledge of the processes regarding student protection.
- lead and organise school functions and events relevant to the year level.
- review and act on data available pertinent to the year level, including *TrackOne* results, attendance and punctuality data, reports on internet and social media use and school reports, to inform further monitoring and support.
- organise and direct the process for the election of the year level Student Representative Council members with responsibility for all associated meetings and administrative procedures.
- implement an effective approach to student leadership across all levels of the school.
- work with student leaders and oversee the student leadership development process.
- effectively manage transition processes including working with other Leaders of Student Wellbeing to ensure a smooth transition through the School.
- model practices that foster the learning environment in the School commensurate with the teaching and learning goals.

Student management:

- In conjunction with the Dean of Student Wellbeing, ensure that staff are aware of and effectively implement the School's student management policies and procedures.
- Ensure that all students are aware of the School's student management policies and procedures.
- Communicate appropriate student management procedures to parents as appropriate.
- Lead year level assemblies to address important issues, reinforce school rules and expectations, set a positive year level climate and promote group cohesion.
- Adopt the restorative justice method, gaining the best outcomes for girls and ensuring suitable consequences to help the learning process.
- Act swiftly to address any key issues, minimising the escalation of situations and encouraging a constructive student response.
- Implement a proactive approach to delivering key messages at year level assemblies, at meetings with Teacher Mentors and in informal interactions.
- Effectively document in the Wellbeing OneNote all student issues in a factual manner and alert other key stakeholders as appropriate.

Relationships with Staff, engagement and capacity building of the Teacher Mentors

- Maintain strict confidences and high ethical standards, in line with current privacy legislation.
- Lead Teacher Mentors to ensure girls take personal responsibility for their dress, behaviour, attendance and punctuality.
- Participate in the Case Management Meetings, providing information that may affect students' academic performance.
- Support and assist teachers with students who have specific and/or major discipline or

attitudinal problems and, where appropriate, arrange for parent interviews, and/or referral of the matter to the Dean of Student Wellbeing.

- Enact a visible leadership style and a presence in areas and activities involving students including Wellbeing lessons.
- Work collaboratively under the Dean of Student Wellbeing with other Leaders of Student Wellbeing and where necessary and appropriate, the Dean of Boarding, Counsellors and parents in relation to student matters.

Parent relationships, communication and engagement

- Sustain a positive working relationship with parents through successful resolution of issues and positive communication about student progress and the Wellbeing program via email, phone, personal contact and *My Stuartholme*.
- Participate in new enrolment interviews as required by the Principal.
- Establish a strong and positive relationship with parents and 'Parents of Stuartholme' representatives.

Commitment to professional learning and reflective practice

- Attend professional learning which offers examples and information that can be implemented in a Leader of Student Wellbeing role.
- Develop knowledge of and experience in, strategies to deal with difficult situations e.g. conflict resolution skills, mediation and behaviour management.
- Participate in pastoral professional networks to build the profile of the School and staff capacity.
- Reflect on personal and professional actions in light of the School mission and ethos.
- Critique leadership and administrative practices through critical reflection and discussion with Dean of Student Wellbeing.
- Commit to professional reflective practices.
- Engage in performance review processes.

HOW TO APPLY

Along with your current resume, please provide a brief covering letter (maximum 1000 words) outlining how your experience, skills and knowledge will enable you to achieve the key responsibilities of the role. This is an opportunity to tell us about yourself and why you are the right person for this job.

Should you wish to apply for this role, your application is required by midday on Friday 7 October 2022, by email to The Principal (hr@stuartholme.com).

Your resume should include at least three referees.