



Nagle College Bairnsdale

Position Description

Position: Deputy Principal – Pastoral
Reports to: Principal

Persons employed at Nagle College are expected to fully support the aims and objectives of a Catholic School and ensure that all aspects of their responsibility are in accord with the mission of the College as part of the Catholic Church.

The Deputy Principal - Pastoral has a broad responsibility for overseeing Pastoral Care programs, processes, events and experiences for all students across years 7-12. The Deputy Principal - Pastoral is directly responsible to the Principal.

The Deputy Principal - Pastoral works closely with other staff including School Coordinators, House Coordinators, Pastoral Teachers and College Counsellors to facilitate the administration, co-ordination and general wellbeing of the students in all seven Houses and across all year levels.

As a Member of the College Leadership Team:

- Promote and foster the implementation of the College Vision and the Strategic Plan through development of policies, structures and programs which create a climate in the school permeated by the Spirit of the Gospel and the Salesian tradition.
- Develop, implement and maintain appropriate channels of communication between staff, parents/guardians, students and the local community.
- Lead the College in establishing effective organisational processes and procedures which are consistent with established policies.
- Support the Principal in providing a leadership model which embodies critical reflection, commitment to continual personal and professional development, and life-long learning.
- Work with the Principal in relation to strategic planning and the implementation/review of the College Strategic Plan.
- Provide an exemplary standard of pastoral care to staff, students and parents.
- Assist the Principal in ensuring that the College is appropriately staffed.
- Assist the Principal with the annual enrolment of students into the College.
- Provide advice to the Principal on administrative, staff and student issues.
- Oversee the preparation and organisation of College functions, attending as required.
- To represent the College in external forums.
- To deputise for other members of the College Leadership Team as required.

As Deputy Principal - Pastoral:

The Deputy Principal – Pastoral has major responsibilities in the areas of:

- Student wellbeing
- Administration and Communication
- Monitoring student progress
- Development of Student Leadership
- Provision of assistance to the College Principal
- Other

Student Wellbeing

- Oversee Child Safety.
- Oversee the implementation of the Whole School Approach to Positive Behaviour Support across the Year levels 7-12, ensuring that it functions in accordance with the Salesian Ethos and Diocesan directives.
- In conjunction with the School Coordinators manage all discipline and wellbeing issues (including student uniform matters) which are whole school specific in nature.
- Promote, model and implement restorative practices when dealing with student conflict.
- Oversee student attendance and monitor in conjunction with the School Coordinators.
- Ensure that College procedures regarding student management are followed by all staff.
- Initiate and consult with relevant personnel regarding the development and implementation of programs to address emerging needs.
- Liaise with outside agencies on student wellbeing matters and student behavioural concerns.
- Monitor learning behaviour issues/matters and consult with relevant personnel on the implementation of effective classroom management.
- Assist School Coordinators and House Coordinators in promoting mentor programs, House events and restorative practices.
- Advise the Principal on student suspensions, negotiated transfers and provisional enrolment.
- Work closely with Student Services (Counselling, Careers/Pathways, and Special Needs) on student social, emotional and academic concerns.

Administration and Communication

- Coordinate the College Learning Support program and follow up on student attendance.
- Prepare an article for the College Annual and provide regular updates on Year 7-12 issues in the College newsletter.
- Communicate regularly with parents/guardians on emerging student matters.
- Work closely in the organisation and scheduling of all College activities and programs (i.e. excursions, incursions, professional development of teaching staff, etc), ensuring that all staff are aware of and follow the correct procedures when planning and organising such activities.
- Work closely with the School Coordinators in the development of specific pastoral programs, including camps.
- In consultation with the Principal and other relevant stakeholders, oversee the updating of the College Diary and the management of Student Diary use.
- Coordinate and oversee photo days at the College.
- Assist with the College Open Day/Evening.
- Coordinate Staff Leave Applications.

- Liaise with the local bus coordinator and oversee the effective management of discipline issues relating to our students on public transport.
- Communicate information to families at the start of the year regarding College protocols and standards.
- Oversee complaints from the general public regarding student behaviour.
- Work closely with the School Coordinators in the planning and implementing Pastoral Care policies.
- Assist the College Registrar in the interviewing of students and families seeking entrance into the College.
- Work with Student Leaders to organize whole school assemblies, Founders Day and other major College events.
- Assist with the organisation of special timetables (e.g. the last day of each term and other early bus days) if they arise.
- Conduct performance reviews of School and House Coordinators on a regular basis.
- In conjunction with the Business Manager oversee the College Emergency Management procedures.
- Oversee all formal College written communication with families related to welfare and student management.

Monitoring Student Progress

- Maintain clear communication with students, parents and staff on matters affecting student progress in Years 7-12.
- Assist the Deputy Principal – Staffing and Student Programs with overseeing the overall student progress of students from 7-12 in conjunction with the School Coordinators.
- In conjunction with the Deputy Principal - Staffing and Student Programs, establish good work habits and involvement in school life amongst the students.
- Organise student/parent meetings in conjunction with School Coordinators to assist with behavioural, family and academic needs.
- Monitor uniform, litter management, attendance and student behaviour in public.

Development of Student Leadership

- Coordinate and support the Student Leadership Program, including the interviewing and selection process.
- Assist with the organization of the Student Leadership Training Program.
- Meet regularly with the College Student Leaders.
- Liaise with the Sports Co-ordinator regarding the organisation and conduct of major sporting and house events at the College.
- Organise the College's external involvement in the ANZAC Day and Remembrance Day ceremonies.

Provision of assistance to the College Principal

- Assist with the construction and maintenance of the annual College Calendar, both internal and external.
- Assist with the Annual Presentation Ceremony and the Year Level award ceremonies.

- Liaise with the Business Manager and Property Manager regarding budgeting, resources, facilities and capital works.
- Assist with the development of major publications and promotional material within the College.
- Delegate for the Principal when required.
- Coordinate the College Graduation and Valedictory Celebration.

Other

- Undertake appropriate teaching duties.
- Perform such other duties as required by the College Principal.

Key Selection Criteria

The successful applicant will:

- Be committed to and have a vision for Catholic Education.
- Have a strong background in the development and implementation of Pastoral Care.
- Be a leader with capacity to motivate staff and inspire students.
- Possess excellent team building skills.
- Be creative and have a pro-active approach in problem solving.
- Have completed appropriate post-graduate qualifications e.g. Masters of Educational Leadership.