

10 Students & Wellbeing Leader Position Information Document

Name	
Classification	Permanent Full Time Teacher POR 2 (Fixed Term)
Commencement	Week beginning 20 January 2025
Tenure	The POR 2 component is a fixed 2 year term
Salary	Teacher salary at appropriate step, plus Band 2 POR 2 allowance for fixed term appointment, as per the current South Australian Catholic Schools Enterprise Agreement.
Release Time	Minimum of 9 lessons per week
Screening	Please note the position is subject to ongoing satisfactory Working with Children Check (WWCC) and other screening clearance checks that may be required, at regular intervals, throughout the duration of your employment
Special Requirements	<p>Teaching qualifications and significant teaching experience are essential.</p> <p>Release time and this PID may be amended as needed based on the College's strategic needs.</p> <p>Out of hours work is required.</p> <p>Perform any other duties as directed by the Principal.</p> <p>Catholic Education SA (CESA) Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.</p>

COLLEGE VISION

To be at the forefront of vocational education, nurturing the next generation of industry leaders dedicated to shaping a better world.

COLLEGE MISSION

St Patrick's Technical College inspires students for success in their first career. Through a dynamic and innovative learning model grounded in Catholic social teaching and informed by industry, we create exceptional and work ready young adults.

COLLEGE VALUES

As a Catholic Vocational College caring for young adults we live our story by

Welcome

Welcoming all to our learning community

Hope

Offering hope and a sense of purpose to all

Serve

Valuing and serving others

Respect

Respecting ourselves and our environments

Celebrate

Developing and celebrating each person's unique talents

POSITION OBJECTIVE/SUMMARY

The 10 Students and Wellbeing Leader (10 SW) assumes overall responsibility for the pastoral care, wellbeing, behaviour, academic progress and organisational matters of all Year 10 young adults. The primary goal is to align expectations with industry standards to prepare exceptional and work ready young adults who will become the next generation of industry leaders dedicated to shaping a better world.

Students & Wellbeing Leaders are responsible for:

- Leading Pastoral Care Mentors (PCM) as they manage the daily activities for their student groups
- Developing and overseeing high quality learning practices, processes and programs focused on the pastoral care, wellbeing and personal responsibility of young adults
- Ensuring a safe, orderly environment that supports student learning and staff effectiveness
- Fostering personal responsibility, learning, engagement, connection, wellbeing and positive relationships within the College community
- Collaborating with staff and young adults to foster a pastoral approach that prioritises wellbeing, using restorative practices to repair harm and restore relationships, while emphasising patience, respect and a focus on students' vocational skills.

Our educational philosophy centres on helping young adults to **identify** and **explore** their strengths, talents and interests. As the young adults discover their first career interest, they receive support to **grow/develop/learn** in their chosen field.

To succeed in this role, one must genuinely believe in the boundless potential of every young adult, demanding a commitment to fostering their talents and guiding them to become work-ready individuals highly sought-after in the job market and beyond.

KEY WORKING RELATIONSHIPS

The 10 SW reports to the Principal through the Head of Students & Wellbeing (HSW) & works closely with:

- College Executive Leadership Team
- Students & Wellbeing Leaders and the Wellbeing Team
- Head of Teaching & Learning
- Learning Area Leaders
- Staff
- Social Worker
- Industry Team
- Students, families and the wider community
- Other Professional Support Services
- Employers, Businesses, Industry Organisations & Networks
- RTOs and their personnel
- Other Education Providers
- Other Relevant Stakeholders

MIDDLE LEADERSHIP

As a middle leader, the 10 SW shares responsibility for:

- **Catholic Identity:** Promote the College's Catholic identity and spiritual life
- **Vision, Mission and Values:** Actively promote and live out the Vision, Mission and Values
- **Formation:** Support the formation of staff and young adults in College values
- **Staff Wellbeing and Harmony:** Foster staff wellbeing and harmony through effective communication, consultation and suitable delegation
- **Strategic Contributions:** Contribute to developing and executing strategic directions and goals
- **Professional Standards:** Maintain high standards and collaborative leadership
- **Policy Management:** Implement, review and manage College policies and procedures
- **Communication:** Present and discuss year-level matters and clarify policies and processes at relevant forums
- **Performance Support:** Assist in achieving key performance indicators and strategic plans
- **Professional Learning:** Develop and review staff professional learning programs
- **Staff Processes:** Participate in staff hiring, induction and review processes
- **College Engagement:** Attend and engage in functions and events, including enrolment interviews

KEY DUTIES AND RESPONSIBILITIES

These duties and responsibilities are in addition to the requirement to undertake teaching duties as allocated and as outlined in the Teacher PID.

The 10 SW will be responsible for:

Leading the Management of the College

- Regularly meet with the HSW to discuss student care, wellbeing and personal responsibility
- Support staff and young adults in implementing and upholding CESA and College policies on student care, wellbeing and personal responsibility, using a restorative approach aligned with College values
- Assist in developing and reviewing relevant policies and procedures with a focus on workplace requirements e.g. student behaviour, bullying, harassment, uniform, duty of care, student drivers, absences and child protection
- Collaborate with key staff to create effective structures, programs and practices to enhance student care and engagement

- Help young adults develop employability skills and explore post school pathways by working closely with the Industry Team to enhance work placements and career readiness
- Implement and evaluate strategies to maintain safe and orderly learning environments
- Monitor learning environments to ensure they are supportive and safe
- Lead and manage the orientation, transition and induction programs for students
- Lead and manage the educational, transition and administrative aspects of Year 10 School-Based Apprentices and Trainees (SBATs), working closely with the HSW and the Industry Team
- Delegate tasks to 10 PCMs and ensure accountability
- Coordinate and chair regular 10 PCM Team meetings
- Support 10 PCMs in handling student care, wellbeing and personal responsibility issues
- Assist 10 PCMs and students with work experience matters
- Monitor and support high attendance and engagement rates among students
- Case manage individual student needs, including programs, counselling and family liaison
- Ensure timely and accurate recording of student pastoral care notes in the Learning Management System
- Communicate effectively with stakeholders about student care and wellbeing issues, noting impacts on student attendance and exclusion
- Handle complaints related to student behaviour
- Liaise with professional support services like counsellors and social workers
- Organise workshops and information sessions on topics relevant to Year 10 students
- Organise, execute and engage in Year 10 events, such as retreats, awards, graduation
- Oversee programming and resource allocation for all year level activities
- Submit Year 10 budget requests to the HSW and ensure proper resource allocation
- Support the AP & HSW with student exit processes
- Implement feedback mechanisms to continuously improve Year 10 programs and initiatives
- Assist other Students & Wellbeing Leaders with their personal responsibility matters

Leading Teaching and Learning

- Enhance the effectiveness of Year 10 PCMs in providing pastoral care, behaviour management and student welfare, focusing on preparing students for the workforce
- Ensure consistent implementation of inclusive pastoral care and wellbeing practices across Year 10, aligned with College-wide practices
- Manage Year 10 pastoral care strategies, communicating priorities and monitoring implementation
- Develop, implement and review effective pastoral care and mentoring programs
- Promote and support restorative practices within the community
- Lead initiatives to foster a positive wellbeing culture among Year 10 students and the community
- Analyse student reports to celebrate achievements and address underperformance
- Oversee student participation in Vocational Education and Training (VET) courses
- Support the Head of Teaching and Learning (HTL) in managing SACE completion
- Provide regular updates to students, families and staff on progress and attendance and implement intervention strategies as needed
- Inform students, families and staff about vocational, academic and apprenticeship opportunities
- Engage in staff professional development on child safety, protection and student responsibility
- Stay informed about flexible learning options for senior students
- Attend and actively contribute to Student Wellbeing Team Meetings
- Assist in resolving grievances, ensuring confidentiality and fairness in handling complaints

Leading Improvement Innovation and Change

- Collaborate to develop, implement and evaluate strategies that enhance pastoral care, wellbeing and personal responsibility, aligned with the College's strategic and annual improvement plans
- Drive innovation to promote best practices in pastoral care and student wellbeing
- Research and propose strategies to improve student wellbeing and academic outcomes
- Analyse student and staff data to identify and act on opportunities for improvement in pastoral care and wellbeing
- Stay updated on trends in student wellbeing and initiate discussions to adapt practices in line with industry standards
- Foster a culture of innovation and support within a trusting learning environment
- Work with the Industry Team to develop and implement student workforce preparation programs
- Contribute to the development and enhancement of the Learning Management System

Developing Self and Others

- Promote high aspirations and expectations for all
- Lead and ensure high-quality pastoral care, wellbeing and personal responsibility practices for Year 10 students
- Clearly communicate policies and strategies related to student personal responsibility, such as uniform, behaviour management and attendance
- Monitor and manage daily practices related to student personal responsibility, such as uniform compliance, behaviour, duty of care and academic progress
- Help staff develop their own effective disciplinary approaches aligned with College practices
- Provide comprehensive support to students, focusing on their preparation for the workforce
- Apply restorative justice practices to resolve conflicts and support student development
- Oversee and manage an effective student leadership program
- Model professionalism in dress, punctuality, communication and conduct
- Set and manage student workplace behaviour expectations to ensure readiness for post-school life
- Coach staff in handling student personal responsibility issues
- Assist staff in building strong relationships with students and their families
- Foster a young adult ethos in education, emphasising maturity and responsibility
- Lead initiatives to celebrate Year 10 student achievements, in collaboration with the HSW
- Implement effective processes for gathering and responding to student feedback to enhance the learning environment

Engaging and Working with the Community

- Initiate and support activities that strengthen student connections with the College
- Promote and uphold appropriate standards of student behaviour in the community
- Collaborate with external agencies to support student wellbeing and staff development
- Represent and promote the College within the community, ensuring active participation
- Build and maintain positive relationships with students, families and the wider community
- Foster a respectful environment that addresses the spiritual, moral, social and physical wellbeing of students and staff
- Create opportunities for family engagement that supports the diversity of the College community
- Address the needs of students and families from complex backgrounds with appropriate support
- Maintain connections with employers, businesses, industry organisations and networks
- Engage with industry to equip students with the employability skills required for the workforce
- Communicate with parents and caregivers about student welfare and personal responsibility
- Promote positive interactions within the College, emphasising justice, dignity and respect
- Participate in professional educational organisations and industry networks to contribute to the broader educational community

- Enhance collaboration with industry through focused efforts and initiatives
- Manage and deliver proactive and reactive communications about College activities through various channels
- Provide updates and reports on year-level matters at assemblies and staff meetings
- Support and organise information sessions and events for students and families, such as Parent Information Nights and Student Progress Interviews
- Encourage and facilitate family involvement in year-level events
- Respond promptly to communications from students and families
- Advocate for the College to gain recognition and support from industry and the broader community
- Promote and support VET and the apprenticeship system as crucial pathways for student success and SACE completion
- Celebrate success and achievement and pursue excellence in all areas of the role
- Attend relevant meetings and participate in relevant committees
- Represent the College in CESA inclusion and wellbeing forums and projects

QUALIFICATIONS AND EXPERIENCE

The 10 SW will be required to have:

- Successful senior secondary school experience in leading contemporary pastoral care and behaviour management
- A commitment to innovation and continuous improvement in pastoral care, student wellbeing, academic progress and behaviour management practices
- Experience in implementing restorative practices
- Working knowledge of external support agencies to enhance opportunities for students
- A record of delivering successful student outcomes as a highly motivated educator
- Proven ability to foster an inclusive environment and support students from diverse backgrounds
- Demonstrated commitment to continuous personal and professional development
- Exceptional written and oral communication skills, with strong interpersonal, negotiation and conflict resolution abilities
- Demonstrated capacity to engage effectively with individuals at all levels within an organisation
- High level organisational skills, with a proven ability to plan strategically, solve problems, prioritise tasks, meet deadlines and ensure attention to detail within a broader strategic improvement context
- Current Teacher Registration in South Australia
- Current and acceptable Working With Children Check clearance and screening to work in Catholic Education SA
- Current certification in Responding to Risks of Harm, Abuse & Neglect - Education & Care
- Applicable First Aid Certificate relevant to the role requirements
- Current Keeping Safe: Child Protection Curriculum training

PERSON SPECIFICATION

Staff members at St Patrick's Technical College are required to:

- Collaborate effectively with colleagues, parents, students and external partners to foster a supportive and cohesive educational community
- Exhibit exceptional interpersonal and communication skills, ensuring clear and respectful interactions with all stakeholders
- Uphold and exemplify high standards in all areas of College life, contributing to a positive and professional environment
- Demonstrate the ability to work efficiently under pressure in a dynamic and busy educational setting

- Prioritise tasks effectively, showing initiative and flexibility to adapt to changing circumstances and complete tasks efficiently
- Commit to ongoing professional development, continually seeking opportunities to enhance skills and knowledge in their field

PROFESSIONAL RESPONSIBILITIES

Staff members at St Patrick's Technical College are required to:

- Demonstrate a commitment to participate in activities that support and develop the College's Catholic ethos and the wider mission of the Catholic Church
- Adhere strictly to the Code of Conduct for staff employed in CESA schools
- Comply with the requirements of the Privacy Act, ensuring the protection of personal information
- Understand and act in accordance with the South Australian Commission for Catholic Schools (SACCS) policies, as well as the College's own policies, guidelines and procedures
- Support and implement all College policies and procedures, including the contents of the staff handbook
- Actively contribute to the educational development and support of students
- Handle confidential information with the utmost discretion and care
- Attend and participate in staff meetings as required
- Participate in work experience coordination, including calls and visits to students on placement
- Develop an understanding of Vocational Education and Training (VET) and the apprenticeship system
- Accept and carry out delegated responsibilities with professionalism and diligence
- Demonstrate an understanding of and commitment to, the principles of social justice and equity
- Undertake necessary Work Health and Safety (WHS) qualifications and training modules
- Obtain and maintain all relevant certifications or registrations required for the performance of the role

WORK HEALTH AND SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must:

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: Division 4, Section 28 WHS Act 2012

PLEASE NOTE: This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.