



# St Joseph's College, Toowoomba

## Duty Statement – Pastoral Leader

**Position Title** – Pastoral Leader – Student Induction Coordinator (Tier 1C)

**Role Purpose** – The Student Induction Leader has the responsibility for the leadership and undertaking of all activities involved in providing an outstanding induction for new students. This role will require collaboration with all staff, members of the College Leadership Team but in particular working closely with the House Leaders and the Assistant Principal – Student Engagement.

In the performance of this role, the Student Induction Leader will seek guidance from the Executive Leadership Team, actively support and operate within the framework set by the current Strategic Plan for the College.

This position requires a commitment to the leadership of the College and will require a wide range of skills particularly the ability to guide, mentor, direct or influence people in achieving collective objectives, developing, engaging and inspiring others; thinking clearly; delivering outcomes and building teams.

**The Pastoral Leader is responsible for:**

- Assisting in the continuous development and embedding of 'The Joey's Way' program within a pastoral community that is focused on improvement in teaching and learning and engagement in right relationships.
- Accepting and exercising responsibility for the leadership of the induction of students to enable the provision of an outstanding holistic education.
- Other appropriate duties as required by the Principal and consistent with the level of expertise indicated above.

**The Pastoral Leader will demonstrate the following:**

- A clear vision of and support for the school's mission and its underlying values and ethos.
- Leadership capacity – a broad vision that extends beyond student engagement and welfare boundaries, initiative, perseverance, acceptance of responsibility, effective organisational skill, ability to communicate appropriately and ability to foster cooperation, collaboration and collegiality.
- An appropriate level of professional qualification together with relevant experience and demonstrated expertise as a classroom teacher modelling best practice in planning, teaching, assessment and reporting.
- Professional activity through membership of professional associations and on-going professional development including participation in the College's Professional Growth Pastoral.
- Empathy with young people and an ability to relate positively with them. Endeavouring to ensure that each child is known, cared for and individually monitored and challenged to grow, improve and develop through the mentor, house, discipline and welfare programs of the college.
- Development of partnerships with parents and guardians to ensure that each child is known, cared for and individually monitored and challenged to grow, improve and develop through the mentor, house, discipline and welfare programs of the college.
- Active participation as part of the College's Student Engagement Team building links with colleagues, professional associations and other educational institutions in response to College's goals.

**Typical Duties include the following:**

- Developing and maintaining a productive and supportive network of relationships with staff, students, parents and the wider College community.
- Proactively promoting individual excellence in student social, sporting and academic performance through the provision of appropriate opportunities and challenges.
- Being an active presence throughout each school day, offering support and challenging students to be better where applicable.
- Leading and assisting with the facilitation and promotion of student induction programs, retreats, camps, social events, excursions and orientation days as required.



- Assisting with child protection undertakings and raising awareness of the bullying program in the College.
- Assisting with the monitoring of the Responsible Thinking Process across the school in collaboration with Assistant Principal – Student Engagement and other House Leaders.
- Monitoring the holistic development of students through observing their academic, social, spiritual and physical well-being, and addressing areas of concern through appropriate interventions.
- Supporting Pastoral Care teachers in developing relationships with students.
- Utilisation of data to maximise engagement of Year Seven and new students.
- Active collaboration with House Leaders to ensure that each student each child is known, cared for and individually monitored and challenged to grow, improve and develop through the mentor, house, discipline and welfare programs of the college beyond their first year of enrolment at St Joseph's College.
- Staffing the Restoration Room and facilitating restorative conferences between staff and students and between students.
- Coordination of student induction events including the orientation day and Year Seven camp.
- Development of partnerships with diocesan feeder primary schools to ease transition for some new students.
- Liaising closely with parents in supporting their children's induction into the College.
- Contributing to the leadership of the school through active participation in College leadership meetings.
- Prepare material for College publications.
- Comply with the College's OHS policy, safe work procedures, instructions and rules, particularly in the correct use of equipment. Adopt risk management strategies to minimise risk of injury to people and property in the workplace.

**Authority Limits:** Full authority is delegated from the Principal to the role holder to produce the desired outcomes within School and Catholic Education Office Middle Leader Role Description.

**Reporting and Other Relationships:** This position is directly answerable to the Assistant Principal – Student Engagement, with ultimate direction coming from the Principal of the College. The Middle Leader will meet with AP-Student Engagement regularly to discuss the performance of staff and students under their supervision. Members of the Student Engagement Team are members of the College Leadership Team.

**Conditions:** Remuneration: Tier 1C (3 Units) - Tenure: 3 x 3-year cycles subject to satisfactory performance and continuance of the position.