

St JOSEPH'S COLLEGE  
ASSISTANT PRINCIPAL STUDENT ENGAGEMENT

DUTY STATEMENT

The Assistant Principal Student Engagement, who reports to the Principal, has major responsibility for the implementation and management of the College Pastoral Program. The Assistant Principal Student Engagement works closely with the members of the College Leadership Team, to promote, to maximise, and to support the welfare and engagement of both the College staff and students.

The Assistant Principal Student Engagement leads the Pastoral Leaders and Pastoral Care teachers, together with the College Counsellors, in the delivery of the College's Pastoral Care programs.

The Assistant Principal Student Engagement has responsibility for:

- Facilitating and overseeing the pastoral care of students in collaboration with the Pastoral Leaders, Pastoral Care Teachers, Classroom Teachers and College Counsellors.
- Providing strategic advice to the Principal and College Leadership Team concerning the implementation of programs and the development of processes that will both embrace and enhance the quality of Pastoral Care across the College Community.
- Providing strategic leadership to the Classroom Teachers, Pastoral Care Teachers, Pastoral Leaders and College Counsellors.
- Maintaining information to and contact with parents in relation to student welfare and engagement and disciplinary matters through written or verbal correspondence.
- Remaining abreast of current thinking in the areas of adolescent health, educational engagement, welfare and development and coordinates staff in-service programs to promote and enhance knowledge in this area.
- Reporting to teaching staff on matters concerning student engagement and welfare and behaviour issues, honouring family requests for confidentiality on some issues.
- Developing and evaluating pastoral care and student engagement programs and processes to ensure that support structures remain current, relevant and responsive to student needs.
- Monitoring processes in relation to issues such as student absences; the maintenance of class rolls as legal documents; welfare related to ill students and those in difficult home situations; student punctuality and uniform compliance.

- Developing and implementing pro-active policies in relation to bullying and harassment issues in response to legislative requirements in the area of student protection.
- Articulating the College's expectations of and to students.
- Assisting with the induction of new staff.
- Organising student reward programs, camps etc.
- Participating as a member of the Student Support Committee
- Chairing the College's Pastoral Care Team meetings as the Assistant Principal Student Engagement, consisting of the Deputy Principal, Pastoral Leaders and College Counsellors.

Administrative duties include (but are not limited to):

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- Responsibility for the coordination and organisation of the use of Sentral as the College's student engagement record keeping system.
- Responsibility for the organisation of the annual student engagement calendar and organisation and overseeing the student engagement events and routines.
- HSE duties as outlined for teaching staff at Assumption College.
- Organising student election processes for student leadership positions.
- Assisting with the organising of student assemblies
- Assisting with the leading of morning briefings
- Organising and overseeing the student leadership program of the College.

Approved: January 2020