

# Dean of Students (Secondary)

*The Dean of Students (Secondary) plays a key collaborative role within the College's Senior Leadership Team in establishing the desired learning environment of Mandurah Baptist College, ensuring both the success of the College vision, mission and ongoing academic standards.*

*Working closely with the Principal, Head of Secondary and the Senior Leadership Team, the Dean of Students (Secondary) has a major role in the functioning of the day-to-day operation of the Secondary School, is a key support person for the Head of Secondary, and is a key channel of communication between the Principal, staff and community.*

*The Dean of Students (Secondary) leads the Secondary School community in improving the educational outcomes of students by nurturing positive relationships between students, teachers, parents and stakeholders to ensure the safety, wellbeing and connection of all secondary students.*

*The Dean of Students (Secondary) is the key leader of the pastoral care and discipline systems in the Secondary School, and plays a pivotal role in the creation and maintenance of the positive culture of the College.*

*The Dean of Students (Secondary) will be a mature, practising Christian, able to provide Christ-like leadership to staff and students in the Secondary School, whilst contributing actively to the Christian ethos, vision and mission of the College.*

*The Dean of Students (Secondary) may have a teaching load of up to five periods per week, if needed in this capacity (although not routine).*

### **1) Mission, Vision, and Strategy**

- 1.1 Articulate the vision and direction of the College.
- 1.2 Oversee the effective operations and management of the Secondary Student Care portfolio.
- 1.3 Provide reports on the operations, planning and performance of the Secondary Student Care portfolio to the Principal and/or College Board as requested.
- 1.4 Support the Principal in strategic planning and review.
- 1.5 Adhere to the College's staff Code of Conduct.
- 1.6 Maintain a personal Christian faith walk, with regular church attendance.
- 1.7 Support and contribute to the Christian ethos of the College.
- 1.8 Provide staff, students and parents with a model of exemplary Christian leadership conduct and behaviour at all times.
- 1.9 Endeavour at all times to demonstrate the College's values in attitude and practice.
- 1.10 Align your professional practice with the AITSL National Professional Standards for Principals and the Christian Schools Australia Leadership Framework.
- 1.11 Work collaboratively with the College community, establishing rapport and maintaining effective working relationships with staff, parents/guardians and

- students.
- 1.12 Resolve differences professionally and constructively following College policies and procedures.

## **2) Leading Pastoral Care & Wellbeing**

- 2.1 To collaboratively provide vision for pastoral care practices on a whole school level.
- 2.2 To lead the strategic planning, development implementation and evaluation of the College pastoral care program. To ensure the ongoing planning and commitment to the school Positive Education and Social and Emotional Learning Environment.
- 2.3 To liaise with the Head of Secondary regularly regarding matters pertaining to pastoral care.
- 2.4 To coordinate and work closely with the Dean of Operations in relation to day to day matters pertaining to pastoral care.
- 2.5 Lead the Pastoral Team in planning and implementing any whole of school activities such as Year camps, House system, Assemblies and Pastoral Care Group activities.
- 2.6 Lead the Head of Year and Student Services Team to develop individual programs as required for students. This includes running team and individual meetings.
- 2.7 Lead the development and ongoing review of the College's policies including student welfare, critical incident management and discipline.
- 2.8 Liaise with the relevant staff in serving the spiritual welfare of students, and help to develop among students a sense of respect for self, staff and the wider College community.
- 2.9 Maintain a clear internal referral network regarding discipline, crisis situations and external assessment which is coordinated with all members of the Student Services Team.
- 2.10 To proactively regulate students' discipline by:
- 2.10.1 Interviewing students who have been referred by teachers for committing serious breaches of College regulations according to the discipline policy of the College. Minor infringements are managed by the staff concerned.
- 2.10.1.1 Liaising with parents regarding instances of unacceptable behaviour.
- 2.11 To liaise with and report to the Head of Secondary regularly on appropriate matters pertaining to the College, staff and students.
- 2.12 To liaise with staff responsible for the preparation and smooth running of College-based meetings, committees and extra-curricula events and functions which may include College Easter Service, Graduation and Awards Evening, Open night Learning Journey, OHS, Carnivals and Assemblies. To arrange or supervise arrangement for various College functions.
- 2.13 To assist the Head of Secondary with interviews of students and parents as and when required.
- 2.14 Ensure that individual students receive counselling appropriate to their needs via community referral agencies such as the College Counsellors, Psychologists, Chaplains or with external services, if necessary, when student welfare issues are a cause for concern.
- 2.15 To maintain responsibility for the regulatory attendance compliance and liaise with students, families and government agencies as required as part of this process.
- 2.16 To oversee general orderliness around the College including general tidiness, dress and manners of the students, always working as far as possible through the teachers responsible.
- 2.17 To provide proactive support to staff who need it and internal or external professional learning opportunities for staff to up-skill them in this area.
- 2.18 Be a SEQTA Coordinator as it pertains to the discipline and pastoral role i.e. Managing Heads of Years' use of system & macro analysis; ensuring teaching staff are conversant with requirements and protocols; ensuring office staff are conversant and managing the systems efficiently.
- 2.19 To keep the Principal and College Executive Team informed of any matters in the life of the

- College which are likely to require their action or attention.
- 2.20 To monitor standards and initiate enquiries and investigations into areas of concern as they arise.
  - 2.21 To build College community and engage in support of parents and community groups through presentations, and events that support a school/home learning culture e.g. IT nights, Future Directions, study support, SEQTA Engage portal.
  - 2.22 Ensure that a rigorous Protective Behaviours program is in place in the Secondary School, in collaboration with the Heads of Years and other key stakeholders.

### **3) General**

- 3.1 To deputise for the Head of Secondary when required to do so.
- 3.2 To keep the Principal informed of any matters in the pastoral, wellbeing and cultural life of the Secondary School which are likely to require their action or attention,
- 3.3 To ensure that regular meetings are held by Heads of Year, and to run these meetings.
- 3.4 To monitor standards and initiate enquiries and investigations into areas of concern as they arise e.g. (i) monitoring classroom conduct standards (ii) liaising on IEPs and other educational plans as needed (iii) conduct investigations from parental inquiries with HoYs.
- 3.5 To ensure that Heads of Year hold regular meetings with staff in their respective Pastoral Care Group teams. Attend these occasionally as considered desirable.
- 3.6 To attend camps, excursions and other extra-curricular activities as required.
- 3.7 Be aware of and champion school policies and procedures and be involved in the review and formulation of policies and procedures.
- 3.8 Model exemplary WHS knowledge and skills.
- 3.9 Plan, oversee and apply the physical and financial resources of the College in consultation with the Principal.
- 3.10 Assist in the enrolment process as it pertains to tours and interviews, in consultation with the Principal.
- 3.11 Other duties as directed by the Principal.

## **RELATIONSHIPS & AUTHORITY**

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This role reports directly to line management: Head of Secondary

The Dean of Students (Secondary) is expected to make decisions in accordance with College policies and protocols and as outlined in the Staff Handbook.

The Dean of Students (Secondary) is expected to also adhere to all duties and responsibilities of a teacher as outlined in the general teacher job description.

## **PERFORMANCE INDICATORS**

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Key areas: Leadership & Management; Planning and Preparation; Student Assessment; Teaching Skills and Methodology; Integration of Christian Values; Classroom Management Skills; Communication Skills; Contribution to Department/College; Professional Characteristics.

## SELECTION CRITERIA

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The Dean of Students (Secondary) will have:

1. A living Christian faith
  2. Curriculum &/or pastoral leadership experience
  3. A sound understanding of contemporary pedagogy and wellbeing paradigms
  4. A sound understanding of the wider educational sector, including the relevant aspects of educational psychology, regulatory requirements, theoretical underpinnings and application in practice, strategic planning and school improvement paradigms.
  5. Strong team building and organisational capacity
  6. A willingness to go the extra mile to achieve excellence
  7. Evident leadership capacity; strong referee commendations
  8. Excellent communication skills
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