



ASSUMPTION COLLEGE WARWICK

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ASSUMPTION COLLEGE WARWICK PASTORAL LEADER YEARS 11 and 12 DUTY STATEMENT

Middle Leaders with pastoral responsibilities at Assumption College are Pastoral Leaders and support persons who oversee the pastoral support of students and staff in their respective year levels. Middle Leaders with pastoral responsibilities are responsible to the Principal through the Assistant Principal Pastoral and Wellbeing who supervises these duties and responsibilities. The Pastoral Leaders, together with the Assistant Principal Pastoral and Wellbeing, Enhanced Learning team, College Counsellor and College Chaplain constitute the College's Pastoral Care Team.

The Pastoral Leader (Tier 2) is responsible for:

- Leading the overall pastoral and academic care of students within their respective year level.
- Promoting and developing communication networks in their respective year level.
- Supervision of teachers engaged in pastoral academic care within their particular year level.
- Induction of new teachers within their respective Pastoral team.

The Pastoral Leader (Tier 2) will demonstrate the following:

- A clear vision of and support for the College's mission and its underlying values and ethos.
- Leadership capacity – a broad vision of student welfare that extends beyond behavioural management, initiative, perseverance, acceptance of responsibility, effective organisational skill, ability to communicate appropriately and ability to foster cooperation and collegiality.
- Empathy with young people and an ability to relate positively with them.
- Professional activity through on-going professional development.

Typical Duties include the following:

- Coordinating the work of staff engaged in the pastoral care of Year 11 and 12 within the values and ethos of the College.
- Monitoring the wellbeing and development of students through observing their academic, social, spiritual and physical well-being, and addressing areas of concern through appropriate interventions.
- Working closely with the Senior Years Program Leader and Deputy Principal – Curriculum to monitor subject changes, QCE tracking and at risk students.
- Promoting the successes and achievements of all students across across the senior years.
- Coordinating and liaising with staff on relevant activities in relation to Year 11 and 12.
- Maintaining dress standards and supporting students with grooming when required.
- Recording relevant student information in Sentral and updating staff where necessary.
- Reviewing Sentral information and taking necessary follow-up action including advising staff and ELT when necessary.
- Supporting classroom teachers and Pastoral Care teachers in developing relationships with students.

- Supporting staff in identifying 'at risk' students who may be in need of additional support and assistance e.g. Enhanced Learning, College Counsellor referral.
- Supporting appropriate counselling situations for example with the College Counsellors.
- Liaising with parents and guardians in supporting their children's welfare.
- Assist with staffing detention room during breaks and maintain accurate records.
- Educating staff in College's Behaviour Management Processes including relocation and detention room processes.
- Managing the orientation of new students.
- Monitoring the behaviour of the student group in accordance with the school's behaviour management policy and procedures.
- Keeping abreast of best practice in the area of student care and welfare through ongoing professional learning of staff in line with these developments.
- Supervising the quality of staff pastoral practice through collegial support, advice, observation and facilitation of reflective responses to issues.
- Organise and lead pastoral meetings.
- Develop a Pastoral Care and Wellbeing program for Year 11 and 12 that responds to the needs of the cohort.
- Support the growth and development of Pastoral teachers.
- Support the APMI in the organisation of liturgies and retreats and attend as required.
- Lead relevant information nights and establish agenda and communicate to parents.
- Support wider College communication through supplying material for social media, newsletters and yearbook where appropriate.
- Lead and support year level initiatives, events, pastoral activities that build community partnerships/engagement.
- Demonstrate an interest and active involvement in the total life of the College.
- **Carry out other duties as requested by the Principal.**

HSE Responsibilities include the following:

- Promote a positive safety culture in the College.
- Comply with the College's WHS policy, safe work procedures, instructions and rules, particularly in the correct use of equipment.
- Identify any unsafe behaviour, or unsafe or unhealthy conditions, and report these to the Principal.
- Adopt risk management strategies to minimise risk of injury to people and property in the workplace.
- Be responsible for their own health and safety and for the health and safety of others in the workplace who may be affected by his/her acts or omissions at work.
- Attend WHS education and training opportunities, as provided, and apply learning.
- Induct staff in WHS matters relevant to the pastoral activities of their relevant year level.
- Monitor WHS performance within their pastoral area/s of responsibility.
- Co-operate in the annual WHS auditing process.

Approved TBC