St Saviour's College
TOOWOOMBA

Position Title – Middle Leader – Pastoral Leader – Tier 2

Role Purpose – The Pastoral Middle Leader has responsibility for the leadership and oversight of the implementation of all relevant aspects of the Student Wellbeing and Student Engagement undertakings of the College. This role will require collaboration with all other members of the College Leadership Team but in particular working closely with the Assistant Principal Wellbeing and Engagement to foster authentic engagement, through the establishment of a positive and inclusive culture, founded on our Mercy values, whereby all are challenged to be learners who demonstrate persistence, self-efficacy and agency.

The Middle Leader is responsible for ensuring that learners are nurtured and empowered to be:

- self-regulated, resilient and metacognitive learners
- confident, collaborative and compassionate leaders
- innovative, curious and globally minded citizens

through the delivery of a strategic, inclusive wellbeing and engagement program that fosters the life-long development of the College Mercy Values: compassion, justice, hospitality and excellence.

The Middle leader is also responsible for leading processes, structures and programs that:

- foster community, inclusion and participation
- Promote personal responsibility and personal excellence
- promote the gospel values of forgiveness, dignity and community through restorative practices.

In the performance of this role, the Pastoral Leader will seek guidance from the Senior Leadership Team and actively support and work towards the achievement of the goals espoused by the College's current Strategic Plan.

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:

- The leadership and oversight of the home class system
- The leadership of wellbeing and student engagement programs in the designated year levels in the College.
- Nurturing the faith formation of Home Class teachers.
- The delivery of authentically Catholic programs and practices, grounded in Catholic Social Justice Teachings and Gospel values.

- Realising the potential of team members by developing and retaining professionals who are driven to provide a positive and empowering education for young people.
- The application of contemporary learning and teaching research to classroom practice through professional development of teachers aimed at improving student wellbeing and engagement.
- Developing a suite of high yield pedagogies that can be enacted by staff that enable student engagement and wellbeing.
- Inspiring students to engage with wellbeing and engagement offerings in ways that are fun, appealing and promote the lifelong wellbeing practices.
- Finding ways to celebrate the strengths of learners.
- Supervision of Home Class teachers engaged in the designated year levels.
- Induction of home class teachers
- Leading staff in building meaningful relationships that promote personal growth for staff and students, based on encouragement, forgiveness and restorative justice.
- Pastoral care of staff engaged in the teaching of designated year levels.
- Other appropriate duties as required by the Principal and consistent with the level of expertise indicated above.

The Curriculum Leader will demonstrate the following:

- A clear vision of and support for the College's Mercy charism, mission and values.
- Leadership capacity – initiative, perseverance, acceptance of responsibility, effective organisation and communication skills, ability to foster cooperation, collaboration and collegiality and a holistic vision for excellence that extends beyond subject boundaries.
- 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.
- Positive regard and relationships with students where authentic engagement and a positive and inclusive culture is fostered.
- Empathy with young people and an ability to relate positively to them.
- Endeavouring to ensure that each child is known, nurtured and supported to succeed through College processes and structures including home class and house structures.
- Professional activity through membership of professional associations and on-going professional development including participation and leadership of the Professional Growth Plan process.

Typical Duties include the following:

- Proactive leadership of home class teachers in their delivery of an environment that establishes a sense of community and has high levels of support and challenge.
- Proactively promote student wellbeing and engagement.
- Support teachers to engage with parents in ways that foster partnership, community and engagement.
- Proactively communicate with parents and care givers about student wellbeing and engagement activities, opportunities and successes through a range of mediums including the College newsletter, website, parent communications and social media.
- Oversee, administer and lead the development and continued growth of the in school and co-curricular wellbeing and engagement activities including opportunities for social interactions with boys schools.
- Overseeing and co-ordinating opportunities for students to engage in camps and wellbeing programs in the designated year levels.
- Liaison with local schools to enable student participation in a range of social, leadership and advocacy opportunities.
- Liaison with the College Leadership Team in relation to all wellbeing and engagement activities, timetable requirements, excursions, camps, competitions and opportunities both within and outside the College.
- Promoting the College to the wider community as a place of excellence in wellbeing and engagement.
- Assuming responsibility for the oversight and organisation of leadership development across designated year levels including but not limited to Student Representative Council.
- Arranging appropriate purchase, care, management and maintenance of the College's wellbeing and engagement equipment.
- Lead, facilitate and manage the planning, implementation, enactment and review of a seamless behaviour management process, in collaboration with the Assistant Principal Engagement and Wellbeing.
- Liaise with other middle leaders to support engagement and wellbeing in way that is learner centred and mercy hearted.

address PO Box 1929, Toowoomba Q 4350 **phone** 07 46 371600 **cricos no** 00517D
email welcome@ssctwb.catholic.edu.au **web** www.ssctwb.catholic.edu.au

- Manage the delegation of tasks amongst staff in delegated year level and liaise with the Assistant Principal Wellbeing and Engagement with reference to staffing needs.
- Lead, coordinate and support staff in the active implementation of pedagogical practices that are appropriate to their subject area and the designated year level within the all-girls Mercy context of St Saviour's College.
- Integrate appropriate use of Canvas as the College's Learning Management System into processes.
- Keep appropriate records.
- Keep up to date within the area of responsibility through on-going professional reading, research and providing for the professional learning of staff in line with these developments.
- Engaging in professional discourse on an individual and team basis through regular meetings. Lead teacher practice through activities such as collegial planning, classroom observations, and facilitation of reflective teacher practice on pedagogical and behaviour management practices.
- Contributing to the leadership of the school through active participation in College leadership meetings.
- Promote wellbeing and engagement undertakings with students and the wider school community in ways that promote community and inclusivity.
- Implementation of parent information, networking and support programs and conduct interviews with parents in all areas of concern in the designated year level.
- Lead, develop and implement data driven strategies to monitor trends in student engagement, attendance and wellbeing in collaboration with other leaders and assist staff to implement appropriate interventions to redress identified areas for development.
- Manage the development, maintenance, storage and use of wellbeing and engagement resources.
- Assist in the selection, induction and deployment of home class teachers, where appropriate.
- Organise camps, year level assemblies and incursions for the designated year levels.
- Coordinate the selection of annual student prize winners for Awards Ceremony
- Prepare material for College publications, including but not limited to the newsletter and magazine.
- Be actively involved in SET planning and academic interventions as required. Assist staff with activities, excursions and competitions connected to wellbeing and engagement and lead/support extra-curricular activities.
- Plan, formulate and monitor budget in accordance with College guidelines.
- 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.
- Induct subject area staff in OHS matters related to their subject area/s.

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 works in partnership with the Deputy Principal – Teaching and Learning and the Assistant Principal – Mission and Identity. This position is directly answerable to the Assistant Principal: Wellbeing and Engagement, with ultimate direction coming from the Principal of the College. The Middle Leader will meet with Assistant Principal: Wellbeing and Engagement, once a term, to discuss/ demonstrate with the use of data the performance of staff, students and classes under their supervision. Pastoral Leaders are members of the College Leadership Team.

Conditions: Remuneration: Tier 2 (4 Units) - Tenure: 3 x 3-year cycles subject to satisfactory performance and continuance of the position.

address PO Box 1929, Toowoomba Q 4350 phone 07 46 371600 cricos no 00517D
email welcome@ssctwb.catholic.edu.au web www.ssctwb.catholic.edu.au