



St Joseph's College, Toowoomba

Duty Statement – Program Leader- Student Engagement

Position Title – Program Leader- Student Engagement (Tier 3C)

Role Purpose – The Program Leader- Student Engagement has the responsibility for the leadership of all undertakings, progress, direction, care and activities for all students in the College as well as ensuring the organisation and of various proactive and response initiatives related to the safety, attendance, behaviour and engagement across the College. This role will require collaboration with all staff, members of the College Leadership Team but in particular working closely with the Senior and Middle School Learning Leaders, House Leaders and the Assistant Principal – Student Engagement.

In the performance of this role, the Program Leader- Student Engagement will seek guidance from the Executive Leadership Team, actively support and operate within the framework set by the current Strategic Plan for the College. The Program Leader- Student Engagement is a member of the College Leadership team.

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 Program Leader- Student Engagement is responsible for:

- Leading 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 Student Engagement to enable the provision of an outstanding holistic education.
- Promoting the Catholic and Rician identity of the College.
- Leading staff in building meaningful relationships within which there are opportunities for personal growth for staff and students, based on encouragement, forgiveness and restorative practices.
- Supporting House Leaders with more complex challenges that relate to student safety, attendance, behaviour and engagement.
- Reviewing relevant data and working collaboratively with other members of the College leadership team to implement College-wide responses.
- Developing and implementing processes to support student safety, attendance, behaviour and engagement.
- Other appropriate duties as required by the Principal and consistent with the level of expertise indicated above.

The Program Leader- Student Engagement 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.
- Active participation as part of College Leadership Team and Student Engagement Team building links with colleagues, professional associations and other educational institutions in response to College's goals.
- Model best practice in planning, teaching, assessment and reporting
- Fulfil the role as a Student Protection officer as required by College and Diocesan Policies



Typical Duties include the following:

- Developing and maintaining a productive and supportive network of relationships with staff, students, parents and the wider College community.
- Challenging inappropriate pastoral care practices in teachers within the House through supportive and mutually respectful means.
- 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.
- Collaboratively leading the College approach to Relational Pedagogy.
- Collaboratively developing and planning of 'The Joey's Way' curriculum in accordance with the ACARA general capabilities.
- Leading and assisting with the facilitation and promotion of community service programs, retreats, camps, social events, excursions and orientation days as required.
- Assisting with child protection undertakings and raising awareness of the anti-bullying and harassment processes in the College.
- Facilitate student leadership programs.
- Oversee, monitor and evaluate and refine the Ignatius Room processes across the school in collaboration with Assistant Principal – Student Engagement, House Leaders and the broader College Leadership team.
- Monitoring the holistic development of students through observing their academic, social, spiritual and physical well-being, and addressing areas of concern through appropriate interventions.
- Developing and coordinating the checking and maintenance of uniform and grooming, attendance etc.
- Reviewing and monitoring all data sources and taking necessary follow-up action.
- Facilitating productive interactions with external agencies, including representatives from allocated College outreach opportunities and well-being support agencies, in the areas of health, mental health and social issues.
- Staffing the Ignatius Room and facilitating restorative conferences between staff and students and between students.
- Supporting Pastoral Care teachers in developing relationships with students.
- Supporting staff in identifying 'at risk' students who may need additional support and assistance e.g. learning support. Supporting appropriate counselling situations and liaising closely with the College Counsellors.
- Overseeing academic intervention process for underachieving students.
- Liaising closely with parents in supporting their children's engagement.
- Leading and refining the process for the orientation of new students who commence after Year Seven.
- Monitoring the behaviour of the student group in accordance with the school's behaviour management policy and procedures.
- Contributing to the leadership of the school through active participation in College Leadership Team and Student Engagement Teams.
- 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 Program Leader- Student Engagement will meet with AP-Student Engagement regularly to discuss the performance of staff and students under their supervision.

Conditions: Remuneration: Tier 3C (7 Units) - Tenure: 3 x 3-year cycles subject to satisfactory performance and continuance of the position.