



DIRECTOR OF PASTORAL CARE K-10

1. PURPOSE OF THE ROLE

The purpose of the role of Director of Pastoral Care K-10 is to advance Dominic College's vision to develop its model of Pastoral Care based on Don Bosco's Preventive System and the Charter of Salesian Schools. The Director of Pastoral Care K-10 works to ensure that students are known, cared for with continuity and have opportunities to actively participate in and engage with the College community.

The Director of Pastoral Care K-10 develops structures and processes to support and monitor student well-being and mental health, and develops frameworks and practices that create a strong, socially positive environment for students and encourages strong presence by staff in the daily lives of students.

The Director of Pastoral Care K-10 works to achieve maximum participation rates of students in the life of the College and to seek ways to address student needs.

The Director of Pastoral Care K-10 undertakes oversight of the development and implementation of the College Co-curricular Program and ensures the quality development of the co-curricular activities.

2. LINE OF RESPONSIBILITY

The Director of Pastoral Care K-10 is responsible to the Deputy Principal and accountable to the College Principal. They are a member of the College Leadership Team. They oversee the work of the Coordinators of Pastoral Care K-6 and the Coordinator of Pastoral Care 7-10 and their teams. They collaborate and work closely with the College Counsellor.

3. EXPRESSION OF THE MISSION OF THE COLLEGE & SALESIAN ETHOS

The Director of Pastoral Care K-10 will:

- Be familiar with the Don Bosco story and use this story and its contemporary meaning in day-to-day professional experiences.
- Know the Salesian values and actively infuse these in all situations within the College community.

- Understand the fundamentals of the Salesian Preventive system.
- Establish strong supportive relationships with members of the College community within clear boundaries.
- Support the religious and spiritual life and activities of the College and contributes to these where possible.
- Demonstrate behaviours of service, care and loving kindness towards students, teachers, parents and colleagues.
- Adopt an attitude of cheerfulness and positive outlook with the College community.

4. ROLE

The K-10 Director of Pastoral Care will:

- Draft and develop and review a range of Pastoral Care policies to ensure the care and safety of students and that ongoing student needs are met.
- Develop, document and evaluate pastoral and personal development programs for students K-10, particularly the K-10 EMPOWER program based on Positive Education.
- Integrate and articulate the principles of the Preventive System and the Charter of Salesian Schools within programs and initiatives K-10.
- Collaborate with and support the leadership of the K-6 and 7-10 Pastoral Teams and facilitate their capacity to sustain quality and consistent care of students.
- Explore and develop ways to enhance the academic care of students.
- Collaborate with the Director of Teaching and Learning K-10 to map and review immersion learning experiences for students such as the College Camp program.
- Oversee, monitor and review the Student Attendance Policy and procedures and ensure that Attendance Plans are developed and monitored for students at risk.
- Lead the development and review of the College Student Management philosophy and framework and procedures to achieve high standards across the College.
- Lead and sustain the Schoolwide Positive Behaviour Support (SWPBS) initiatives and team across the College based on data and evidence.
- Develop, oversee and evaluate the implementation of the House system.
- Develop and review the College Safe School Policy and framework.
- Collaborate to develop community gatherings and assemblies that shape, celebrate achievement and success
- Develop and review data collection processes on student well-being and develop whole of College response frameworks to those needs.
- Liaise with the College Counsellor regarding student needs and wellbeing, especially Case Management of Students.
- Oversee the management and implementation of the College's co-curricular program and works to support, review and develop the co-curricular program.
- Collaborate with staff and students to increase student participation rates in the College's co-curricular program and other activities of the College.
- Support and develop the Staff Social Committee.
- Develop and support the implementation of the K-10 Student Goal setting and review framework in collaboration with the Director of Teaching and Learning K-10.
- Build a culture of affirmation of achievement, using diverse opportunities and means to commend student effort and achievement.

- Develop and oversee the development of the K-6 Merit System, K-10 Expectations Awards and the College Colours System.
- Oversee the management of students regarding bus transportation and travel to and from the College in collaboration with the Coordinators of Pastoral Care K-6 and 7-10, and where necessary, the Deputy Principal.
- Collaborate to develop a culture and framework of student leadership based on Don Bosco's model of student leadership and peer mentoring.
- Lead a commitment to the care and cleanliness of the College environment – classrooms, playgrounds and spaces across the College.
- Undertake delegated responsibilities for workplace health and safety.
- Undertake other duties as specified and delegated by the Deputy Principal or Principal.
- Model and foster collaborative and personal leadership within the College community.
- Is loyal to the College Principal and College Leadership Team.

5. STANDING MEETINGS

The Director of Pastoral Care K-10 has:

- Meetings with the College Leadership Team.
- Individual meetings with the Deputy Principal and Principal.
- Individual meetings with the Coordinators of Pastoral Care K-6, the Coordinator of Pastoral Care 7-10.
- K-10 Pastoral Care Team Meetings with the Coordinator of Pastoral Care K-6 and the Coordinator of Pastoral Care 7-10 and College Counsellor.
- Attendance at Pastoral Team Meetings K-6 and 7-10 as required.

6. SUPERVISION AND APPRAISAL RESPONSIBILITIES

- The Director of Pastoral Care K-10 supervises the work of the Coordinators of Pastoral Care K-6 and the Coordinator of Pastoral Care 7-10 and their teams.
- The Director of Pastoral Care K-10 will undertake formative and summative appraisal responsibilities in the College Performance Review Policy and processes.

7. BUDGET MANAGEMENT

The Director of Pastoral Care K-10 is responsible for the K-10 Pastoral Care Budget and the K-10 Co-Curricular Budget. They work with the Business Manager and the Coordinators of Pastoral Care K-6 and the Coordinator of Pastoral Care 7-10 and other leaders and their teams to establish the annual budget needs and estimates. They submit budget requests as part of the annual budget development. The Director of Pastoral Care K-10 is responsible for monitoring the overall expenditure of the budgets in conjunction with the Deputy Principal.

Role Review: October 2019