



MacKillop College

Director of Student Wellbeing

Position Description

Classification (CEMEA 2022)	T 2-6 aligned to experience
Position of Leadership	POL 4
Time Release	800 minutes per cycle
Position reports to	Deputy Principal: Wellbeing

About MacKillop College

MacKillop is a Catholic college in the Josephite tradition. Inspired by the spirit of St Mary of the Cross MacKillop, we strive to:

- encourage individuals to reach their full potential as lifelong learners by providing an innovative, challenging and collaborative learning and teaching environment in a rapidly evolving society;
- foster leadership by empowering and developing all members of the school community;
- enhance positive relationships in a supportive community by promoting justice and a sustainable future;
- support wellbeing by affirming the intrinsic dignity of each individual, embracing diversity and empowering active citizenship;
- witness the presence of God amongst us by celebrating our Catholic heritage as a faith community.

Overview of the Role

The Directors of Wellbeing plays a pivotal role in cultivating respectful and safe relationships between students, staff and families and have oversight of wellbeing programs which foster the demonstration of positive and supportive behaviours.

Working collaboratively with a team, the Directors of Wellbeing are responsible for developing, implementing and evaluating wellbeing strategies, policy and processes to support student engagement and preparedness for learning. This role provides direct support, advice and guidance to Year Level Leaders with regard to the early identification of students at risk, and the implementation of appropriate interventions to address concerns relating to behaviour, attendance, participation, accountability and self-regulation.

As a mentor for both staff and students, this role will clearly articulate the College's behavioural expectations and champion the restorative process between students, staff and families. To be successful, we need an authentic and trustworthy role model, with an appreciation for the diversity and complexity of issues impacting young people, in particular those which may impact psychological wellbeing, self-esteem and confidence.

Please note: This role description must be read in conjunction with the role description for a Teacher at MacKillop College.

Commitment to Catholic Education

- demonstrate an understanding of the ethos of a Catholic school and its Mission
- demonstrate an understanding of the Church's teachings and the Catholic teacher's role in the mission of the Church
- demonstrate a capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ
- a willingness to integrate the Church's teachings into all aspects of curriculum

Commitment to Child Safety

- ensure students are provided with a child safe environment
- be familiar with and comply with the MacKillop College child safe policy and code of conduct, and any other policies or procedures relating to child safety
- demonstrate a duty of care to students in relation to their spiritual, physical and mental wellbeing
- implement strategies that promote a healthy and positive learning environment
- demonstrate an understanding of child safety standards and obligations (e.g. mandatory reporting)
- demonstrate an understanding of appropriate behaviours when engaging with children
- report any concerns relating to child safety immediately



Accountabilities

Developing a culture of Wellbeing

- oversee the implementation, development and evaluation of wellbeing policies and practices including, but not limited to,
 - Victorian Catholic Education Authority (VCEA) Positive Behaviour Guidelines
 - Melbourne Archdiocese Catholic School (MACS) Vision for Engagement
 - Trauma informed and restorative practices
 - positive and respectful behaviour/relationships
 - Victorian Child Safe standards
- lead the development and implementation of student wellbeing policy and procedures, ensuring alignment to the National Safe Schools Framework.
- cultivate respectful relationships between students, staff and families
- foster a culture of wellbeing through the regular sharing with College families and staff the role and purpose of the wellbeing team
- provide advice and direction to staff regarding student behavioural expectations
- lead the College community in wellbeing discussions, and create opportunities for staff to learn about current, evidence-based wellbeing topics and strategies
- build the individual capacity of educational staff to identify and address any matters which impact on student wellbeing
- be an advocate for student leadership and student voice
- in consultation with the Deputy Principal: Wellbeing and Year Level Leaders; research, develop and implement student wellbeing programs and initiatives
- develop, implement and share relevant articles and current evidence-based practices with staff on student wellbeing matters
- use analytical tools to audit wellbeing components of the curriculum
- refer students to the College counsellors to ensure their wellbeing needs are supported
- liaise with the College Counsellors to ensure that counselling has been offered and prioritised as appropriate
- liaise with the Learning Diversity team to arrange appropriate assessment for students requiring additional support
- liaise with the Directors of Learning Diversity in the design of Individual Learning Programs (ILPs)
- liaise and make appropriate referrals to relevant external agencies as required
- engage appropriate interpretation services as required to support students and families at the College
- coordinate and conduct parent meetings on matters relating to student wellbeing or issues relating to student attendance
- develop strong relationships with families through regular engagement and comprehensive communication

Responding to Student Behaviour

- provide advice, guidance and lead the management of resolution processes to address student behaviour, in consultation with the relevant Year Level Leader
 - advise the College Leadership Team on critical incidents related to student wellbeing
 - oversee appropriate investigations into student behaviour including gathering evidence and speaking with witnesses
 - manage and maintain accurate and comprehensive records in line with the College's legal, ethical, pastoral and professional obligations
 - partner with the Deputy Principal: Wellbeing to initiate restorative processes, including conducting mediation, and engaging with staff and families as appropriate
 - ensure that families have a comprehensive understanding of any matters being investigated relating to their child
 - consult with students and families about appropriate disciplinary action to be implemented
 - ensure that students understand the behavioural expectations of the College and the consequences of not meeting those expectations
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Year Level Leaders

- support and mentor the Year Level leaders
- chair regular meetings with Year Level Leaders
- support Year Level Leaders with their identification of students at risk and the implementation of early intervention strategies as appropriate
- support the development of appropriate interventions for students experiencing difficulty with either behaviour or learning
- ensure Year Level Leaders have an understanding of the College's expectations in relation to managing student wellbeing
- mentor and support Year Level Leaders in the implementation of appropriate restorative practices with students, staff and families

Child Safety

- act as a resource for the college in the application of Child Protection and Safety Policies
- promote child protection issues within the MacKillop community and respond to general queries with respect to the College's Child Protection and Safety Policy and Child Protection Program
- ensure Child Safe policy and procedures are clearly communicated to all stakeholders including students, families and staff
- undertake training as one of the College's dedicated Child Protection Officers
- ensure clear procedures are developed, implemented and evaluated to allow people to report child protection concerns and reportable matters within the College
- be a key point of contact for all child protection concerns or queries for the wider community
- respond and investigate concerns of a wellbeing nature from families at the request of the Principal or relevant Deputy Principal

Communication

- provide meaningful and regular feedback to the Deputy Principal: Wellbeing in a professional and timely manner
- provide written reports for the Deputy Principal: Wellbeing, external agencies and regulators as required
- initiate family contact in cases where student behaviour or academic performance need to be addressed

Learning Environment

- advise, and guide Teachers and Year Level Leaders on how to create and maintain a safe learning environment
- promote positive, respectful and encouraging relationships
- mentor teachers in effective classroom behavioural management skills
- mentor teachers in implementing effective behaviour management strategies
- mentor teachers in the effective use of restorative practices

Professional Development

- assist teachers and Year Level Leaders to develop their professional knowledge and understanding of issues which impact young people and participation in school
- facilitate professional learning for all staff
- advocate for teachers and Year Level Leaders to participate in professional learning experiences aligned to priority areas
- support a performance and development culture that encourages feedback from students, families and staff
- actively participate in professional development to continuously develop new skills
- participate in appraisal/feedback processes to receive constructive feedback, as required
- maintain currency in learning technology skills required

General Expectations

- support the Victorian Catholic Education Authority (VCEA) 'Statement of Principles Regarding Catholic Education'
 - act as a role model for students and staff
 - Adhere to the Melbourne Archdiocese Catholic School (MACS) Code of Conduct
 - actively contribute to the achievement of the School Improvement Plan
 - stay informed by reading the Principal Memo, all College emails/direct messages and other correspondence on at least a weekly basis, responding appropriately
 - abide by all College policies and procedures
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- work collaboratively and build effective working relationships
- ensure MacKillop Colleges' public image, professional reputation and best interest is represented through all interactions and activities
- model a professional approach for all staff and students, including conduct, language and professional dress
- attend all relevant school meetings, functions, events, liturgies, open days, staff faith proceedings and professional development as required by the Principal
- observe the strictest confidentiality for all sensitive and private information
- participate in duty supervision as rostered, and other supervision duties as required
- actively contribute to the care of all College facilities, grounds, equipment, and resources

Work Health and Safety

- take reasonable care of your own health and safety
- take reasonable care for the health and safety of others who may be affected by your acts or omissions
- cooperate with any actions MacKillop College implements to comply with WHS requirements
- comply with all Safe Working Procedures
- use appropriate Personal Protective Equipment (PPE) as required
- periodically update MacKillop College about any medical condition that:
 - is life threatening or may require Emergency Services to be called
 - could impact on your ability to perform your duties
- complete safety training courses as required and participate in compliance briefings or inductions as required
- do not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace to support health, safety and welfare
- report all hazards (e.g. unsafe working conditions) and incidents (e.g. injuries, illnesses, etc.)
- work cooperatively and consult with Health and Safety Representatives to resolve workplace safety changes and issues
- undertake all work activities in a manner that ensures the workplace is free from harassment, bullying and discrimination and supports workplace diversity
- contribute to a healthy and safe work environment, and comply with all safe work policies and procedures

Other Duties

It is not the intention of this role description to limit the scope or accountability of the position but to highlight the most important aspects. All employees are required to undertake reasonable duties commensurate with their skills and training from time to time in accordance with the needs of the College or as directed by the Principal.

Required Capabilities

Wellbeing	<ul style="list-style-type: none"> • excellent understanding of the Melbourne Archdiocese Catholic Schools (MACS) Vision for Engagement • excellent understanding of the Victorian Child Safe Standards and obligations • excellent understanding of the MacKillop behaviour management strategy • a commitment to discretion, confidentiality and integrity
Duty of Care	<ul style="list-style-type: none"> • must maintain currency qualifications in: <ul style="list-style-type: none"> – First Aid and CPR – Mandatory reporting – Anaphylaxis management – Asthma management
Emotional intelligence	<ul style="list-style-type: none"> • a demonstrated understanding of social and emotional issues connected to student life • an ability to build positive and meaningful relationships with students • an ability to set clear behavioural expectations • an understanding of trauma informed practice • an understanding of emotional regulation of self and others
Communication	<ul style="list-style-type: none"> • excellent written and oral communication skills, including ability to communicate with students, families and the school community • strong collaboration skills to work effectively with stakeholders • excellent interpersonal and communication skills

Organisation	<ul style="list-style-type: none"> • ability to manage tasks with minimal supervision • capacity to work to timelines • demonstrated organisational skills including strong attention to detail • proven time-management skills • exhibited self-motivation • ability to manage complex projects • ability to lead change and effectively review and implement programs
Approachable	<ul style="list-style-type: none"> • a demonstrated ability to foster a welcoming and calm environment that promotes positive behaviour • ability to lead, build and mentor highly effective teams • ability to engage staff, students and families and create a culture of support
Teamwork	<ul style="list-style-type: none"> • ability to lead and manage a medium sized team • flexible and willing to help and support others • ability to collaborate with the teachers, staff and students • ability to develop and maintain excellent working relationships with key stakeholders
Catholic Identity	<ul style="list-style-type: none"> • a demonstrated commitment to working in a Catholic Education environment • demonstrated pastoral approach towards student and staff relationships

Qualifications, Education and Experience

Essential

- relevant Teaching qualification
- current Victorian Institute of Teaching (VIT) registration
- year Level Leadership in a Secondary College or equivalent
- a depth of understanding in the purpose and intention of student wellbeing programs
- proven experience in leading teams and building capacity in others
- current and thorough understanding of principles reacting to trauma informed and restorative practices
- experience in the case management of students with complex needs

Desirable

- relevant post graduate qualifications (or working towards such qualifications)
- experience in adolescent mental health

Declaration

I accept the above duties for the position at MacKillop College.

Name: _____

Signature: _____

Date: _____