



Position Description

Director of Student Wellbeing, Years 3 - 4

Purpose of position	The Director of Student Wellbeing, Years 3 - 4 is a member of the Primary Campus Leadership Team and supports the Deputy Principal – Head of Primary Campus with realising the College’s Catholic ethos, Mission, values and strategic intent and leading the day-to-day operation of the Campus. They are entrusted with the responsibility to support the Deputy Principal – Student Wellbeing by leading the implementation of the student wellbeing strategy of the College at the Primary Campus across Years 3 - 4.
Staff Team	Campus Leadership Team
Reporting to	Deputy Principal – Head of Primary Campus
Location	Marymede Catholic College and ELC: - 60 Williamsons Road, South Morang - 139 Eminence Blvd, Doreen
Classification	Teacher
Salary and benefits	<ul style="list-style-type: none"> • Salary as per Catholic Education Multi Enterprise Agreement 2022 • Significant opportunities for professional learning
Commencement date	January 2025

<p>Employment conditions</p>	<ul style="list-style-type: none"> • Full-time • Position of Leadership Level 6 • 20 periods of time release per fortnight • Contract tenure of 2 years for the position of Director of Student Wellbeing, Year3 - 4 • Ongoing appointment to the College as a teacher <p>The successful applicant will:</p> <ul style="list-style-type: none"> • be employed under the Catholic Education Multi Enterprise Agreement 2022 • be required to be registered as a teacher with the Victorian Institute of Teaching <p><i>Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.</i></p>
<p>Qualifications and experience</p>	<p>An appropriate qualification in education is required.</p> <p>A postgraduate qualification in student wellbeing and/or educational leadership is desirable but not essential.</p> <p>Demonstrated successful experience in educational leadership in student wellbeing is desirable.</p> <p>Accreditation to Teach Religious Education or Lead in a Catholic School is required (or commitment to achieving this in the first two years of appointment).</p> <p>A current Victorian driver's licence and access to a vehicle.</p> <p>Marymede Catholic College is an equal opportunity employer. We value a diverse and inclusive workplace and welcome applications from all qualified people. When required, we make reasonable adjustments to accommodate our people.</p>

Key duties and responsibilities

- Actively support the Catholic identity and mission of the College
- Lead in a manner consistent with the College's Catholic identity; humbly, kindly, ethically, inclusively and inspired by Christ's teaching
- Energetically contribute to the realisation of the strategic intent of the College
- Foster a culture of collaboration and curiosity
- Set and monitor high standards for and of students, staff and all community members and challenge conduct which is unsatisfactory
- Be a contributing member of the Campus Leadership Team, College Wellbeing Strategy Team, Wellbeing Implementation Team and Student Pathways and Progress Team
- Lead the Campus Wellbeing Strategy Team
- Foster the learning and growth of the whole person through the provision of a hope-filled student-centred learning environment
- Ambitiously lead the Campus implementation of the College's student wellbeing strategy including realising a student culture which fosters:
 - positive emotions
 - positive relationships and a sense of connection and belonging
 - self-awareness, purpose and direction
 - acknowledgement of accomplishments
 - the promotion of physical health
- Contribute to the design of and lead the Campus implementation of regularly reviewing the College's student wellbeing strategy using data informed methods
- Promote the principles of Positive Psychology at the Campus
- Contribute to the design of and lead the Campus implementation of the design of the professional learning program for staff in relation to student wellbeing
- Contribute to the design of and lead the Campus implementation of the development and implementation of the social and emotional learning program including assessment and reporting
- Contribute to the design of and lead the Campus implementation of the College's implementation of Positive Behaviour for Learning
- Contribute to the design of and lead the Campus implementation of fostering a culture of positive relationships where students are taught the skills of wellbeing through a wide range of differentiated evidence-based interventions
- Lead the fostering of student voice and agency including student leadership across the Campus
- Contribute to the design of and lead the Campus implementation of the development and realisation of the College Affirmation Policy and Program
- Support the planning and implementation of Marymede Catholic College Day
- Oversee the purposeful realisation of House functionality within the Campus
- Actively support the Student Transition Program
- Lead the purposeful design and safe implementation of the Year 3 Special Dinner and Year 4 Sleepover
- Contribute to the recruitment process for positions of leadership relating to student wellbeing at the Campus
- Contribute to the design of and lead the Campus implementation of policies and procedures related to student wellbeing including Pastoral Care Policy, Student Behaviour Policy, Out of Home Care practices and documenting relevant student information

- Foster the culture of Child Safety at the College
- Support the College Community Engagement Strategy
- Complete operational and administrative responsibilities including assisting with the preparation and monitoring of relevant budgets and contributing to the development of the College calendar
- Other duties as outlined by the Principal consistent with the skills and experience required for this position

Key selection criteria

- Possess the skills, experience and qualifications to perform the duties and responsibilities of the position
- Proven experience in leading teams, building capacity in others, and working as part of team
- Ability to strategically lead the functions of student wellbeing across the Campus
- Excellent interpersonal, communication and negotiation skills
- Ability to handle sensitive and confidential information appropriately
- Ability to have a positive influence on the culture of the College through an innovative, collaborative and curious disposition
- Ability to contribute to the broad strategic intent of the College
- Ability to set and monitor high standards
- Ability to use digital technology effectively
- Commitment to supporting the Catholic identity and mission of the College
- Commitment to and understanding of child protection and child safety issues in schools
- Commitment to safe work practices
- Commitment to professional learning and development
- Commitment to the implementation of College policies and procedures

Child Safety Requirements

Marymede Catholic College is committed to developing a culture to maintain the safety of each student in our care. At Marymede Catholic College we have a zero tolerance for child abuse and are committed to acting in children’s best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance, and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at Marymede Catholic College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

Position description updated:

August 2024