



**ALL SAINTS'
COLLEGE**



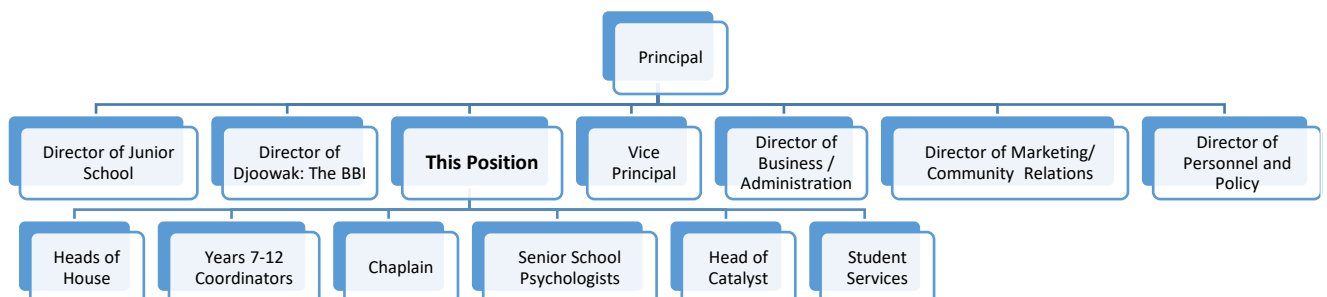
DUTY STATEMENT DIRECTOR OF SENIOR SCHOOL (STUDENT WELLBEING)

All Saints' College and The Studio School prioritise the safety, welfare and wellbeing of children and young people, and expect all staff and volunteers to share this commitment.

POSITION PURPOSE

While focused on the development of the *whole* person, the Director of Senior School (Student Wellbeing) [DSS-SW], a member of the College Leadership Team, has specific responsibility for the student wellbeing program on the College's senior campus, ensuring – in collaboration with the Director of Junior School (DJS) – a comprehensive, sequential and effective student-centred program from Pre-K to Year 12. As part of this, much of the DSS-SW's focus is the fostering of positive relationships and behaviour. The College's six Senior School Heads of House, Year Coordinators (7/8, 9/10 and 11/12), Chaplain, Head of Catalyst, Senior School Psychologists and Student Services staff report directly to the DSS-SW. Additionally, the DSS-SW guides and advises staff at the College's Fremantle campus, The Studio School (TSS), on matters of student wellbeing, as appropriate.

ORGANISATION STRUCTURE



ASC's Leadership Team

ASC's Leadership Team is responsible for the effective leadership and management of the operational and forward-planning issues of the College. Valuing tradition, team members celebrate and honour ASC's past; recognising the importance of innovation, the team contributes to the vision and strategic direction of the College. As the College's current stewards, team members strive to lead with wisdom and empathy, committed to a collaborative approach and to their own and the Team's ongoing learning.

In all they do, ASC's Leadership Team members strive to embody the following values:

- **Compassion** – head, heart and hands leadership;
- **Mindfulness** – appreciating complexity;
- **Inclusivity** – valuing difference;
- **Humility** – servant leadership.

All academic members of the Leadership Team are expected to teach (up to one line).

KEY RESPONSIBILITIES

The Director of Senior School – Student Wellbeing will support the College's mission by undertaking the following duties, which reflect the accountabilities and responsibilities that are integral to the successful performance of this position:

1. Leadership and Management

As a strategic leader in the College, the DSS-SW will:

- be innovative and creative in thought, and remain abreast of current educational and leadership research, particularly in the area of wellbeing;
- advise the Principal, as relevant, and contribute to the strategic direction of the College;
- drive operational decision-making processes and effectively manage projects in areas relevant to the portfolio, ensuring that all such initiatives are regularly reviewed and in alignment with College strategy.

As a staff leader in the College, the DSS-SW will:

- foster positive working relationships across the College (Pre-K– Year 12);
- nurture within all staff an understanding of and commitment to the principles of care for the whole person;
- in consultation with the relevant members of the Leadership and Wellbeing Teams, lead, manage, develop, supervise and review programs and functions pertaining to the wellbeing, positive relationships and behaviour of Years 7-12 students;
- liaise, and develop positive relationships, with the parents of current students, College community and staff.
- ensure that the College remains a child safe organisation.

2. Organisation and Administration

The DSS-SW will:

- prepare and manage the annual expenditure budget assigned to the DSS-SW;
- prepare and present reports on wellbeing issues to the College Board, at the Principal's request;
- chair sub-committees as required (includes Wellbeing Committee, Colours and Awards, Counselling Team Committee and/or attend ad hoc meetings in relation to student wellbeing);

- participate in, and contribute to, the ongoing development of the College through professional development;
- organise a relevant and engaging professional development program for the Wellbeing Team (and whole staff, when required);
- liaise with the College Health Centre to maintain appropriate Care Plan records and processes;
- have oversight and review of, and regularly update the Directors' meetings regarding, student accidents and incidents;
- assist the Vice Principal, as needed, with the organisation and running of the College's Valedictory Dinner and Senior School Presentation Ceremony celebrations, and assembly programs;
- in consultation with the Vice Principal, run evacuation and lockdown drills, as scheduled.

3. Student Relationships

The DSS-SW will:

- in liaison with all staff, foster a positive esprit de corps amongst Senior School students;
- in liaison with all staff, ensure the effective embedding of Academic Care across the College;
- support the key personnel in the development of a whole College service learning and social enterprise program;
- liaise with relevant staff in regard to the support of Senior School students of concern;
- oversee the Senior School positive relationships program, such that it underpins the College's ethos;
- in collaboration with the Director of Junior School and the Assistant Director of Junior School (Wellbeing), ensure a consistent approach to student wellbeing and positive relationships;
- in liaison with the Wellbeing Team, coordinate and shape the Wellbeing Program for the College, including the provision of a relevant and engaging guest speaker program;
- develop and maintain an inclusive environment for all students;
- in liaison with relevant staff be involved, as necessary, in the management and resolution of issues involving conflict in student relationships;
- liaise and engage with community stakeholders (students, families, staff) in matters of pastoral care of students.

4. Student Events

The DSS-SW will:

- organise Wellbeing Prizes and Awards for Presentation Evening;
- organise, in conjunction with the Years 11-12 Coordinator, the Year 12 Final Day Breakfast and exit from the College;
- in conjunction with the (3) Year Coordinators, arrange Year Group meetings as required;
- assist with the general management and positive interaction of students at College events (this includes social, sporting year level events etc);
- assist as needed with, and participate in as appropriate, events such as the Year 7 and 10 Immunisation Days, Year 12 Leavers' Jackets, Year 11 and 12 Parent Information Evenings, Year 9 Parent Evening, Year 12 Retreat, Year 12 Ball, Year 11 Dinner Dance, Year 10 River Cruise, Student Leadership Camp, Student Leadership Day, All Saints' Day, Presentation Ceremony;
- oversee the Year 12 Reference process;
- assist the Vice Principal, as needed, with the smooth start to all terms;

- organise and coordinate the Colours and Awards process, associated Assemblies, citations and light lunches for families;
- organise and coordinate, with relevant staff, the Student Leadership Team application, interview, selection, investiture, camp and Leadership Day processes;
- to enable and promote the student voice, work closely with the Head of Catalyst in the oversight of the Year 12 Student Council and other Councils (eg House, Service, Arts etc);
- regularly attend Chapel services.

5. Student Administration

The DSS-SW will:

- monitor, resolve and report on student attendance;
- oversee the allocation of Years 9-12 students to Houses/Tutor Groups;
- coordinate the creation, printing and distribution of the Senior School student diary and actively promote electronic alternatives to the diary to assist in personal organisation;
- ensure the orderly and effective use of SEQTA as a source of information about students;
- coordinate and manage the printing and distribution of behaviour management documents (eg uniform exemption books etc) and maintain all relevant electronic records;
- facilitate safe and effective student exchange arrangements through partner organisations (eg Rotary, goYonder, Nacel, WAATI);
- schedule and supervise student detentions (lunchtime, Friday afternoon, Saturday morning) and suspensions – as required.

6. Human Resource Management

The DSS-SW will:

- manage, develop and supervise the roles and related functions of the Wellbeing Team;
- manage and supervise the Student Services Officers and the Wellbeing Administration Assistant;
- create and update College wellbeing policies as required;
- oversee relevant Staff Development Programs and probationary processes.

7. Other Duties

From time to time, the DSS-W may be required to undertake other duties at the Principal's discretion.

July 2022

CANDIDATE PROFILE AND SELECTION CRITERIA

ESSENTIAL CRITERIA (Refer Appendix A at end of document)

Supporting the Anglican ethos and Christian principles and traditions of the College, and modelling the Leadership Team's values (see above), Director of Student Wellbeing will:

Leadership

- epitomise a growth mindset;
- create, foster and contribute to the College's vision whilst encouraging and inspiring others to share in the ownership of that vision to ensure a clear strategic direction;
- create and maintain a positive environment by keeping people informed,
- promoting team effectiveness, displaying strategic and conceptual thinking, and communicating vision, purpose and values;
- demonstrate a proven track record in effective organisational management, including change management and stakeholder management and engagement.

Communication

- demonstrate excellent interpersonal, negotiation and conflict-resolution skills;
- speak and write with a very high degree of clarity, accuracy and effectiveness;
- seeking first to understand, display active listening skills;

Ethics and Integrity

- ensure confidentiality, discretion and sound judgment;
- display strong moral principles which are underpinned by honesty, reliability and fairness;
- promote and embody the College's values;
- display personal courage and resilience in the best interests of our students and the College community.

Coaching and Mentoring

- foster a growth mindset amongst others by creating an environment of low risk / high challenge that will encourage innovation and a commitment to continuous improvement;
- actively seek developmental opportunities for others, making suggestions for improvement in a manner that builds confidence and self-esteem;
- provide honest, accurate, constructive and sensitive feedback.

Analytical, Conceptual and Problem-Solving Skills

- think creatively and innovatively to solve problems;
- effectively use conceptual thinking to analyse, evaluate and consider the long-term consequences of any action;
- consider multiple alternatives to resolve a situation and develop contingency plans to overcome any obstacles that may arise during the resolution process.

Teamwork

- demonstrate skill in and willingness to work collaboratively with others;
- create a safe environment where team members feel at ease to try new things and discuss concerns;
- encourage openness by communicating in a frank and sensitive manner.

Experience and Commitment to Ongoing Professional Learning

- demonstrate an excellent record in senior leadership in an educational setting;
- be an active member of relevant professional organisations;
- completion of – or significant progress towards the completion of – a Masters degree in a relevant field.

Teacher's Registration Board and Working with Children Clearance

- currently registered, or ability to obtain registration, and;
- current Working with Children clearance, or suitability for clearance.

PERFORMANCE APPRAISAL

The DSS-W will undergo an initial appraisal after six months in order to confirm their role. Further to that, the DSS-W will participate in a regular process of review. The review will focus on a set of Key Performance Indicators as determined by the Principal in consultation with the DSS-W.

APPENDIX A – ADDRESSING THE SELECTION CRITERIA

Thank you for considering a career at All Saints' College. The purpose of this document is to provide you with an understanding of how to address the selection criteria in your written application.

In order to successfully undertake the role and responsibilities associated with this position you will need to demonstrate that you have the requisite skills, knowledge, experience, values and personal attributes, as described in the essential selection criteria, which are:

- Leadership
- Communication
- Ethics and integrity
- Coaching and mentoring
- Analytical, conceptual and problem-solving skills
- Teamwork
- Experience and commitment to ongoing professional learning

The dot points beneath each heading (as per the Duty Statement) are a guide to enable an understanding of the knowledge, skills, attributes and so on, associated with each criterion. They are provided to give clarity of meaning, and also signal an avenue in which to respond to the criteria. They define and expand the criterion, and as a consequence, it is not necessary to respond to each dot point in the application.

You may choose to use an example that only encompasses one dot point, or your example may incorporate many. All seven of the above criteria will be assessed during the recruiting process, but at this stage, you are only required to respond to three of the criteria (see below) in your written application:

- Leadership
- Ethics and Integrity
- Coaching and mentoring

In responding to the criteria, you may wish to consider using the 'SAO' method which consists of the following headings:

- Situation – what were the circumstances leading to the event;
- Action – what you did; and
- Outcome – the result of your actions.

Responses to each criterion should be at least half a page, but no more than one page. We look forward to receiving your application.

Best wishes from the Recruitment Team.