



## DEAN OF STUDENTS POSITION DESCRIPTION

<b>Preamble</b>	Dean of Students
<b>Reports To</b>	The Headmaster

<b>Appointment</b>	<ul style="list-style-type: none"><li>• The Dean of Students is appointed by the Headmaster after discussion with other members of the Management Team.</li><li>• The Dean of Students is a Management appointment within the Leadership structure of the School. The appointee will be expected to work as a member of the Management Team and will report to the Headmaster directly or through regular meetings.</li><li>• The Dean of Students is responsible for the welfare of both day and boarding students in the Senior School (Year 7-12).</li><li>• All Members of the Management Team participate in a process of Professional Reflection as outlined by the Headmaster. This document serves as the basis for that reflection.</li><li>• All leave provisions and entitlements will reflect the All Souls St Gabriels School Enterprise Agreement.</li><li>• The Dean of Students will receive an appropriate remuneration package after discussion with the Headmaster.</li><li>• Superannuation is to be paid to an approved superannuation fund. Minimum payment will be made by ASSG as per the Superannuation Guarantee (SG). Refer to All Souls St Gabriels School Enterprise Agreement 2016 regarding enhanced superannuation contributions.</li><li>• As an employee of the school, the position is also entitled to access those benefits normally made available to employees under the policy and arrangements existing from time to time.</li><li>• The total value of the package will be adjusted in accordance with future Enterprise Bargaining Agreements having regard to the movement in salary levels for experienced teachers.</li></ul>
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**Duties and Responsibilities**

*The Dean of Students plays a pivotal role in achieving the School's vision by way of its mission. The role has a number of key areas of responsibility:*

**Strategic Leadership and Management**

- The encouragement of high ethical standards in Senior School staff and students.
- Responsibility for keeping the Headmaster aware of trends, developments and recommendations in student and staff welfare.
- The provision of consultative assistance to the Headmaster in the selection of Senior School Staff.
- To share actively in the development of the Christian ethos of the School, taking assemblies and promoting Christian values.
- Advise and assist the Headmaster and Dean of School with the initial preparation of the School Calendar each year and assume responsibility for monitoring its operation and approve any changes.
- To conduct parent information evenings during the year whenever appropriate.
- Work closely with the Head of Boarding in areas related to student welfare.

**Teaching and Learning**

- The Dean of Students will have a teaching load and will receive appropriate time release to complete duties required of the position.
- To meet the operational needs of the Senior School, the Dean of Students may also be required to cover lessons in periods of high staff absence.
- Act as teacher mentor (providing formative and summative feedback to teachers on their performance, and in consultation with other members of the management team conduct a Performance review program for all teachers).

**Student Wellbeing**

- The Dean of Students is responsible for supervision of the Senior School's (Year 7-12) pastoral care and behaviour support systems. They are supported by two Year Level Co-ordinators Years 7-9 & Years 10 – 12.
- Coordinate student support services for students 'at risk' or in need of extra support.
- Chair Pastoral Care Team (PCT) Meetings: Head of Boarding, School Nurse, Counsellor, Year 7 - 9 Co-ordinator, Year 10 - 12 Co-ordinator and Chaplain.
- Involve and communicate with outside agencies (e.g. Cape York Transitional Support Services).
- Coordinate special programs to support students (e.g. Young Men's and Young Women's program).

**Child Protection**

- Ensure legislative requirements regarding Child Protection are met.
- Take on the role of lead Student Protection Officer within the school.
- Professional Development and induction of staff in the Child Protection Policy and procedures.
- Ensure staff training and compliance logs relating to Child Protection are maintained.
- Liaise with outside agencies in areas of child protection.



<b>Duties and Responsibilities (Con't)</b>	<b>Behaviour Support Policy and Processes</b> <ul style="list-style-type: none"><li>• Support Teachers and Year Level Co-ordinators regarding ongoing behaviour issues.</li><li>• Provide a time-out area and counselling for students removed from classes.</li><li>• Coordinate consequences for behaviour issues; detentions, community service, internal and external suspensions.</li><li>• Communicate with families regarding ongoing or serious behaviour issues.</li><li>• Coordinate with the Head of Boarding on matters of ongoing or significant behaviour issues in the boarding environment.</li><li>• Take responsibility for the oversight of the correct wearing of Student uniform in the Senior School working with the Senior Secondary Co-ordinator and the Junior Secondary Co-ordinator.</li><li>• Administer the school's Safe Schools (bullying) policy.</li><li>• Follow up on reports of bullying according to the policy.</li><li>• Chair the Safe Schools Committee and ongoing review of policy and programs.</li></ul> <b>Financial Leadership and Management</b> <ul style="list-style-type: none"><li>• Human Resource Management is a significant and important part of the role.</li><li>• Prepare a Pastoral Care budget.</li><li>• Co-ordinate School Purchase Requisitions associated with Pastoral Care budget.</li></ul> <b>Student Leadership</b> <ul style="list-style-type: none"><li>• Support the student leadership program in the school.</li><li>• Attend Prefect meetings and provide logistical assistance and guidance when necessary.</li><li>• Organise student leadership development programs.</li><li>• Facilitate the application and appointment process for student leadership.</li></ul>
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<b>Community Relations</b>	<ul style="list-style-type: none"><li>• Liaise with supporter groups and community groups. When available, attend Parents &amp; Friends Association meetings.</li><li>• Assist in the co-ordination of student community involvement.</li><li>• The establishment and maintenance of professional contacts with other educators and health care professionals in Charters Towers.</li><li>• The establishment and maintenance of professional contacts with equivalent roles in other independent schools throughout Queensland and Australia.</li><li>• The establishment and maintenance of effective communication with Senior School parents.</li></ul>
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<b>Key Attributes</b>	<ul style="list-style-type: none"><li>• Excellent organisational and time management skills with an ability to multi-task, and establish and maintain priorities in an environment that needs a flexible, yet systematic approach.</li><li>• Strong attention to detail and accurate record keeping and database management skills.</li><li>• A demonstrated commitment to quality teaching/education/service, care and effective community relations.</li><li>• Demonstrated experience in administrative, customer service based role with a proven record of confidentiality.</li><li>• Demonstrated experience in a high level administrative, customer service based role with a proven record of confidentiality.</li><li>• Excellent interpersonal skills and the ability to maintain constructive work relationships at all levels and across diverse groups, including teaching and non-teaching staff.</li><li>• An ability to work as a member of a busy multi-disciplined team.</li></ul>
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<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Excellent interpersonal skills and the ability to maintain constructive work relationships at all levels and across diverse groups, including teaching and non-teaching staff.</li><li>• Strong communication skills with an ability to effectively communicate with a range of people.</li><li>• The ability to maintain order and a sense of humour when under pressure is essential.</li><li>• A willingness and capability to learn new skills and participate in professional learning.</li></ul>
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