

ASSISTANT DIRECTOR OF STUDENTS Years 10-12

The Assistant Director of Students Years 10-12 supports the Director of Students Years 10-12, in assisting the overall wellbeing of students and the administration of Years 10,11&12. As a team they are responsible for the general organisation and coordination of activities in their respective year levels and have an important advisory role in communication within the College.

The wellbeing of students is a priority, and they work proactively under the guidance of the Director of Students Year 10-12 to develop, maintain and encourage a caring and orderly learning environment for the students, and to provide opportunities for their personal development.

Attributes and Competencies

The Year 10-12 Assistant Director of Students is expected to exhibit the following qualities and competencies:

- A lively and practical support to the Catholic nature of the College.
- A firm belief in, and commitment to, the mission and vision of the College and an ability to articulate and promote these.
- A clear focus on teaching and learning and the wellbeing of students.
- Displays a high level of commitment to student welfare extending beyond the classroom.
- Models excellent teaching and learning.
- Displays a high level of administrative and organisational ability.
- Strong written and verbal communication
- Punctuality and attention to detail.
- Exceptional personal standards of honesty, integrity and professionalism.
- Displays loyalty to the leadership of the College and understand the nature of confidentiality as required.
- Develops cooperative working relationships with staff with the overall administration and operation of Years 10-12.
- Exhibits ongoing professional growth on a personal level and for the benefit of the College community, including participation in different Professional Learning activities that the College offers.
- Demonstrates an understanding of key priorities of the legal requirements surrounding Child Safety.

SPECIFIC DUTIES

Monitoring students

- Collaborate with the Director of Students Year 10-12, sharing responsibility for the welfare and discipline of students in their year level within the accountability process outlined in the College's *Behaviour Management Policy*.
- Assist with managing student behavioural matters, organising meetings to discuss matters as well as encouraging reflection in relation to Behaviour Management Policy (Stage 3).
- Assist in the monitoring and appropriate follow up by Homeroom teachers for:
 - Adherence to the correct wearing of the College uniform
 - Lateness and absenteeism of students and
 - school readiness: lockers, book listed items.
- Monitor the behaviour and academic progress of students and inform the Director of Students, relevant teachers and parents in line with the College *Behaviour Management Policy*.
- Refer students to the School Psychologists as the need arises
- As a Team, identify students' changing learning needs and progress and liaise with the Learning Diversity Leader to ensure timely intervention.
- Be involved in Program Support Group meetings (PSG) and assist the Learning Diversity Coordinator in the development of the overarching Individual Learning Plans (ILP) for such students.

Student Programs and Records

- Monitor the delivery of Pastoral Care Programs according to guidelines established by the Deputy Principals and School Psychologists.

- Maintain student records and relevant documentation for all students in their year levels on *iSimonds*.

Supporting the teachers

- Keep staff informed about important matters affecting the year level.
- Together with Homeroom Teachers and subject teachers responsible for specialist areas, oversee the order, cleanliness of classrooms and student areas throughout the school day, and the security of classrooms at the end of the day.

Extra-curricular areas

- Assist in the organisation of specific year level activities such as the Year 12 formal, Yr 10 Work Experience, Wellbeing days.
- Help organise and facilitate wellbeing incursions for students through Pastoral Care.

Undertakes other relevant duties as directed by the Director of Students, Deputy Principal(s) or Principal.

SELECTION CRITERIA

Mission and Vision Alignment

Articulate your understanding of and commitment to the College's Mission and Vision and explain how you would promote these values.

Student Wellbeing and Leadership

Demonstrate your commitment to fostering a caring and orderly learning environment for your students. Provide instances of how you have actively supported student well-being and contributed to creating a nurturing and inclusive environment.

Organisational and Administrative Proficiency

Detail your ability to manage administrative tasks and organisational responsibilities associated with overseeing students, including planning events and maintaining accurate records.

Focus on Academic Excellence

Detail your experience in fostering an environment of academic growth, including strategies you have employed to enhance students' learning outcomes.

Effective Communication and Interpersonal Skills

Outline instances where you have successfully communicated important information, built positive relationships, and contributed to a cohesive team environment.

Commitment to Professional Growth

Highlight your engagement in continuous learning, including participation in relevant professional development opportunities and your capacity to adapt to evolving educational priorities.

Position of Leadership (POL) Level 1

Time Allowance: 6 periods

Tenure: 2024 - 2026