

Position Description

Director of Pastoral Care



To work in a Loreto school is to be part of a vibrant tradition reaching back to 1609 when Mary Ward established the Institute of the Blessed Virgin Mary (IBVM).

The Loreto Schools of Australia Mission Statement (2010) embodies this vision:

Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.

Position Overview

The Director of Pastoral Care has primary responsibility to provide an authentic and effective Pastoral Care system that provides for the social and emotional well-being and personal development of students.

Key Responsibilities

As a member of the College Leadership team, the Director of Pastoral Care also has responsibility to:

- support and promote the spiritual values, which are at the heart of the school
- know, accept and develop the rich heritage of Loreto
- promote the accepted philosophy and goals of a Catholic school
- promote the development of a Catholic ethos in the school community
- ensure that the structures, teaching-learning processes and relationships in the school are as far as possible based on the person and teaching of Jesus
- ensure that the school goals, activities and planning are evaluated against the Loreto Schools of Australia Mission Statement
- ensure that the stories of Mary Ward and other key figures of the Loreto tradition are regularly retold and celebrated
- seek opportunities for personal faith development through reflection, reading and participation at seminars and conferences
- ensure professional support, care, development and well-being of staff
- have good communication with staff, being sensitive to their needs and difficulties
- exercise leadership in an atmosphere of mutual trust, cooperation and collaboration
- ensure that legislative requirements pertaining to schools are met through development and implementation of school policies
- ensure commitment and emphasis is directed towards achieving the Strategic Intents of the school in accordance with the College Strategic Plan
- chair and participate in committees as required
- deputise in the absence of the Principal as required
- work in partnership with other Deputies and Directors

Position Description

Director of Pastoral Care

Key Relationships

Position	Director of Pastoral Care
Reports to	Principal
Leads	Head of Student Care Year Co-ordinators Counsellors Student Wellbeing Officer Teachers EA - Pastoral Care & Mission
Works with	College Leadership Team Program Leader – Learning Enrichment QCEC QCAA QCEC

Attributes

- clear vision for Pastoral Care in the context of a Loreto School
- high level knowledge and understanding of the social and emotional needs of adolescents
- ability to make decisions with clarity and balance
- excellence in educational leadership
- belief in the capacity of women to excel
- commitment to the Catholic faith and its values
- a pastoral concern for each individual student and staff member
- quality communication and inter and intra personal skills
- the ability to lead and manage improvement, innovation and change
- capacity to network and influence for the good of the school

Specific Duties

The Director of Pastoral Care will:

- guide, support and oversee the work of the Pastoral Leaders at each year level
- coordinate and chair regular meetings with Pastoral Leaders and other pastoral related committees
- provide opportunities for Professional Development for Pastoral Leaders and encourage participation
- work with Counsellors, Learning Enrichment Coordinator and staff member responsible for post-schooling pathways in matters pertaining to Pastoral Care and organisational needs
- take overall responsibility for student behaviour and discipline in the school
- ensure that high standards are maintained in relation to student uniform and conduct
- negotiate with parents over disciplinary matters or other concerns
- develop and implement the pastoral care program, working with the Pastoral Year Coordinators and Head of Student Care
- produce and keep relevant all policies and procedures related to student well-being and welfare
- produce and keep relevant all policies and procedures related to parents/carers
- work in partnership with parents, providing support, guidance and leadership
- ensure parents, staff and students are informed about matters relating to well-being, engagement and learning

Position Description

Director of Pastoral Care

- take an active interest in the Parents of Loreto activities and liaise with the committee on matters pertaining to staff and/or students
- affirm, encourage, support, guide and advise staff
- provide back-up support to the Deputy Principal - Operations & School Development as required for the day-to-day running of the school – timetable changes, supervision needs, supply teachers etc.
- oversee the effectiveness of student attendance procedures working in liaison with the Student Services Coordinator
- monitor absenteeism and address where there are concerns
- ensure appropriate systems and procedures are in place to provide student leadership
 - opportunities
 - experience
 - training
 - elections
 - mentoring
- periodically review systems and change them as needed
- encourage commendation of students using the procedures available and review procedures as needed
- oversee the processes and procedures to determine Spirit Awards, Badges and other Awards and review as needed
- attend school functions in a supervisory or public relations' capacity
- proof-read the weekly Newsletter for overall quality and standard in communication
- liaise with the Communications Manager on editorial matters regarding 'Beyond Loreto' and other publications
- provide content for the student handbook
- negotiate with the wider community over school related matters as required
- assist with conducting appraisals for Pastoral Leaders
- communicate with school community on matters of importance and interest by such means as newsletter and school website
- lead the Well-Being Committee and other well-being initiatives
- any other duties/projects as requested by the Principal.

Other Responsibilities

All staff are required to comply with all policies, procedures, and requirements for:

Student Protection

Student protection is everyone's responsibility. At Loreto College all persons undertaking work for or on behalf of the College, have a shared responsibility for contributing to the safety and protection of children. All persons are required to be familiar with the content of our Student Protection documents, including but not limited to Policies, Procedures, Codes of Conduct and Guidelines and their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse. All individuals are required to fully participate in and understand the content of any training provided.

Risk Management

Risk Management is the responsibility of all persons undertaking work for or on behalf of the College. Workers must comply with the risk management roles and responsibilities associated with their position and adhere to Loreto College's Risk Management Procedures.

Position Description

Director of Pastoral Care

Work, Health and Safety

Actively participate in the promotion of a safe and healthy workplace by performing all tasks in accordance with safety instructions, adhering to responsibilities as outlined in the Workplace Health & Safety Policies, and proactively identifying and reporting all hazards, incidents, and injuries to managers.

Code of Conduct and Dress Code

Comply with all Loreto College Code of conduct and dress code standards. It is expected that that a professional standard of presentation will be maintained at all times.

Qualifications, Skills & Experience

Job Specific

Relevant professional expertise, including:

- Tertiary level graduate qualification in Education (essential) and post-graduate (desirable).
- Meet all compliance requirements as an educator in Queensland.

Management and Leadership

Management and leadership experience including:

- Ability to lead, manage and develop cohesive staff teams.
- Vision and success in the development and management of operational aspects of a high school.
- Strong sense of self-awareness and the ability to use it to lead by example.

Communication and Interpersonal

Excellent communication and interpersonal skills, including:

- Proven track record of working collaboratively within a team.
- Excellent oral and written communication skills.
- Ability to model optimism and a growth mindset.
- Driven by a genuine service ethos and able to inspire the same in others.
- Supportive of Loreto College's heritage and willingness to be part of the total life of the School.

Acknowledgement

I have read and understood the contents of this position description and accept the following:

- This position description is not to be considered as a complete list of responsibilities and that other duties may be required from time to time.
- My position is dynamic and that continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected by Loreto College.

Employee Name: _____

Employee Signature: _____

Date: ____/____/____

Manager Name: _____

Manager Signature: _____

Date: ____/____/____