The Role of the 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.*

KEY RESPONSIBILITIES

The Director of Pastoral Care has the primary responsibility to:

- Lead an authentic and effective Pastoral Care system that provides for the social and emotional well-being and personal development of students.

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 and Loreto Educational Philosophy*
- 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 Intent of the school in accordance with the College Strategic Plan
• chair and participate in committees as required
• work in partnership with other Deputies and Directors
• any other roles as directed by the Principal

ATTRIBUTES
The Director of Pastoral Care will demonstrate:

• a clear vision for Pastoral Care in the context of a Loreto School
• commit to the safety of our students and possess a comprehensive understanding of all matters relating to child safety
• high level knowledge and understanding of the social and emotional needs of adolescent girls
• 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 exceptional 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 Middle Leaders and other Pastoral team members
• meet on a weekly basis with each member of the Pastoral Team
• coordinate and chair regular meetings with Pastoral Middle Leaders and other pastoral related committees
• inform the Principal of any matters relating to the safety of students at Loreto and have a thorough understanding of all reporting requirements
• lead the induction of new staff in relation to child safety and all pastoral policies and processes at the College
• lead and support the ongoing professional learning of all staff in relation to Student Well-Being and any pastorally-related matters
• work with Counsellors and Learning Enrichment Coordinator in matters pertaining to Pastoral Care and organisational needs
• take overall responsibility for student behaviour management in the school including the development and review of College Policy in this area
• ensure that high standards are maintained in relation to student uniform and conduct
• work with supervising staff to ensure that students take responsibility for the tidiness of the school
• work in partnership with parents in student behaviour management matters or other concerns
• oversee a comprehensive and responsive Personal Development program in conjunction with the pastoral Middle Leaders
• oversee the co-curricular program within the school providing guidance and direction to relevant Program Leaders
• all policies and procedures related to student well-being and welfare
• produce, review and up-date all policies and procedures related to parents
• work in partnership with parents, providing support, guidance and leadership
• develop a yearly program for parent and community education in conjunction with the Community Engagement Team
• ensure ongoing communication with parents, staff and students are informed about matters relating to well-being, engagement and learning
• attend Parents and Friends’ Association activities and liaise with the committee on matters pertaining to staff and/or students
• affirm, encourage, support, guide and advise staff
• provide support to the Executive Deputy Principal when 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 Officer
• 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
- work in consultation with the College Leadership Team in managing decision around student awards
- in conjunction with the Executive Deputy Principal, 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 ensuring consistent implementation of the College Communications Policy
- liaise with the Communications Manager on editorial matters regarding the Loreto Chronicle and other publications
- provide content for student diaries
- negotiate with the wider community over school related matters as required
- conduct appraisals for Pastoral Middle Leaders
- communicate with school community on matters of importance and interest
- be responsible for updating Handbooks for staff and parents
- ensure policies and procedures for Critical Incident Management are documented, known and understood
- organise the end-of-term clean-up of the school with the Pastoral Middle Leaders and the Facilities team
- liaise with Communications Manager regarding email distribution of publications such as the Newsletter and Chronicle
- participate in Well-Being Committee or other well-being initiatives
- investigate effective whole school pastoral structures through research and community consultation and project manage any transitions arising from this process
- organise fire drill and lockdown arrangements
- any other duties/projects as requested by the Principal