# POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>Title:</th>
<th>Pastoral Care Leader and Teacher – Junior School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty/Department</td>
<td>Teacher</td>
</tr>
<tr>
<td>Salary Level/Range</td>
<td></td>
</tr>
<tr>
<td>Reporting To:</td>
<td>The Principal through the Assistant Principal and the Head of Junior School</td>
</tr>
<tr>
<td>Date:</td>
<td>February 2017</td>
</tr>
</tbody>
</table>

## Position Objectives

The heart of education is the education of the heart, and as such the very core of all caring school and morally mindful education communities is a well-structured and considered pastoral care system that provides quality pastoral care for all students. Pastoral Care Leader and Teachers (PCLs) are key figures in the delivery of pastoral care services to students at A.B. Paterson College. Each Pastoral Care Leader and Teacher plays an important leadership role in the College. Not only do they maintain effective communication between students, their classroom teachers and parents, they also have an integral role in the development of a collaborative culture.

The primary main focus of a Pastoral Care Leader and Teacher’s role is the wellbeing of each student in his or her care. Consequently, being a Pastoral Care Leader and Teacher is a very demanding role. It requires wise judgement, an open mind, and a focus on consultation, collaborative problem solving and teamwork. PCLs must do their best to ensure that there is a positive milieu within their group, and between them and the students. Students must feel that they can trust their PCL, that their views are given consideration, that they receive honest, concerned and professional care and that there is consistency.

## Contract Term

Permanent Full-time position

This role encompasses the following key areas:

### Administration of College Prep-Year 12

- Leadership in maintaining and developing College ethos, philosophy, values and standards among students, parents and staff;
- Set and maintain standards of excellence in the outcomes applied to students of A.B. Paterson College by all staff within the College;
- Fostering a positive morale and sense of teamwork amongst all staff within the College in the context of a P-12 environment;
- Identify and advocate for changes and strategies to improve the ethos and educational delivery to improve student outcomes within the College;
- Comply with all College policies and procedures as outlined in the Staff Handbook, College Manuals and the College’s Enterprise Risk Management System (Netols), including organisational and risk management processes as required;
• Attend any College events as deemed appropriate by the Principal; and represent the College at external events and occasions as required by the Principal.

A Student’s Introduction to the School Community
It is very important that every student is known and is made to feel welcomed and cared for within the College. It is also important that every parent/guardian understands the role of the Pastoral Care Leader and Teacher, the Head of House and the Pastoral Care System, the Head of Faculty and the Teaching for Understanding framework, and operations of the College. The following duties need to be considered within the context of these important objectives:

Administrative Tasks
• Check the family details and pass relevant medical information on to the College Nurse;
• Review the students’ academic history;
• Record the students’ sporting and co-curricular interests.

Orientation
• Explain important aspects of the Pastoral Care System;
• Outline the College’s expectations with regard to uniform, personal appearance, academic work, College policies and co-curricular activities;
• Familiarise the student with College facilities, services, policies and operations;
• Explain the College Homework Diary and homework requirements;
• Explain the timetable cycle;
• Explain pertinent administrative procedures, especially in relation to leave arrangements, lost property and security of valuable items;
• Introduce students to other members of their Pastoral Care Group and assign each new child a ‘buddy’ to assist them.

Pastoral Supervision and Care
Pastoral care is the total climate of care that exists in the College. It is concerned with promoting a student’s personal, social, and academic growth. Pastoral Care Leaders and Teachers facilitate and promote these opportunities in the following way:

• Discuss with students, parents and staff matters affecting students both in and out of the classroom;
• Deliver proactive strategies contained within the Pastoral Care Curriculum;
• Counsel students as required;
• Conduct “Case Conferences” and “Team Teaching” meetings to facilitate effective across the board strategies;
• Refer students to relevant school support personnel as required;
• Be supportive of the Pastoral Care Curriculum and the Ethos of the College;
• Apply alternative pastoral care strategies through collaboration with other key pastoral care providers.

Behaviour Management
In order to be effective, students must become self-disciplined, have self-control and respect the rights of others. Such “discipline” requires a conscious effort by Pastoral Care Leaders and Teachers to embrace a philosophy and practice of behaviour management that:
• Emphasises due rights, responsibilities and rules;
• Allows appropriate collaboration;
• Minimises hostility;
• Develops and maintains respectful treatment;
• Develops a climate of choice within a rights-responsibility framework;
• Provides due right of reply;
• Follows up and follows through with disruptive students; and
• Includes a wide support base to facilitate improvement and enable a positive working and social environment for students and staff alike.

In order to achieve this, Pastoral Care Leader and Teachers will:

• Develop and implement effective Behaviour Management Strategies;
• Conduct Case Conferences;
• Collate and distribute necessary information concerning individual student behaviour issues;
• Liaise with the Head of House with respect to behaviour management issues;
• Liaise with other key pastoral care providers with respect to behaviour management issues;
• Record and organise adopted behaviour management strategies;
• Review the effectiveness of individual student behaviour management strategies;
• Follow processes of restorative justice.

**Administration and Management**

Effective administrative and management skills are imperative to the success of the Pastoral Care Leader and Teacher’s role. There is a requirement for all Pastoral Care Leader and Teachers to develop and maintain practical administrative systems and procedures so that each progress is accurately recorded. In addition, efficient management practices need to be adopted to ensure that issues are resolved promptly and effectively. This can be achieved by:

• Regularly updating and filing all relevant student records;
• Cross referencing absentee records and contacting parents if anomalies exist;
• Distribution of pertinent information to other specific personnel within the College;
• Maintain the integrity of confidential records;
• Ensure any psychological reports are passed to the Counsellor; and medical documents are passed to the College Nurse;
• Regular liaison with the appropriate staff: Deputy Head of Junior School and the Head of Junior School;
• Respond efficiently to parent calls and requests;
• Develop effective communication, collaboration and a sense of shared responsibility with students, parents and pertinent staff.

**Teamwork**

In order for the pastoral care system to work effectively, it is important that there is a philosophy and process that focuses on continuous improvement, mutual support, collaboration and teamwork. These objectives can be achieved by:
• Attending regular meetings with the appropriate staff: Deputy Head of Junior School – Pastoral and/or Curriculum and the Head of Junior School;
• Participating in professional development activities relating to pastoral care and/or academics;
• Undertaking evaluation of current practices and procedures both, individual and school wide;
• Actively contributing to the sharing of ideas and exchange of information;
• Demonstrating innovative leadership and problem solving;
• Support each and every member of the team (i.e. act as mentor).

Academic Supervision
The Pastoral Care Leader and Teacher plays a vital role in monitoring the academic progress of each student in his/her group. In addition, they play a crucial role in initiating effective strategies to help students improve their current performance. This can be achieved by:

• Regularly collecting and checking homework diaries;
• Providing appropriate feedback and follow up to students and staff;
• Establishing effective support systems and strategies to assist students to improve;
• Liaising with the Director of Teaching and Learning – Junior School and Head of Junior School regarding students;
• Referring academic issues to the relevant school personnel (e.g. Director of Teaching and Learning – Junior School; Head of Learning Enhancement, Counsellor);
• Seeking advice from other relevant staff;
• Conducting case conferences or team meetings to establish uniform strategies;
• Being aware of all College Policies;
• Supporting Curriculum support staff in the development of IEPs and the assistance of students with special educational needs;
• Teaching and developing each student’s study skill strategies, examination techniques, organisation and time management skills.

Community
It is imperative that Pastoral Care Leader and Teachers do their utmost to develop a sense of community within their groups. That they encourage students to embrace the concepts of inclusion, shared responsibility, empathy and support. Pastoral Care Leader and Teachers can encourage and engender the development of this type of ethos by:

• Pastoral Care Groups
  i) Developing a positive milieu within the group;
  ii) Providing opportunities for new friendships and positive relationships to develop between students;
  iii) Know each child, their interests and achievements.

• Academic Activities
  i) Encourage students to attend various co-curricular academic events (e.g. debating, Future Problem Solving, Tournament of Minds, Da Vinci Decathlon, Public Speaking);
  ii) Encourage students to attend tutorials for subject support where needed;
  iii) Recognise and commend students for their involvement;
  iv) Support students by attending various academic events.
• **Cultural Activities**
  i) Encourage students to be involved in the Arts;
  ii) Recognise student achievement in these areas;
  iii) Record student involvement;
  iv) Support students by attending various cultural events (e.g. College Musical).

• **Sports Activities**
  i) Encourage student participation in APS and House sports;
  ii) Have an understanding of each student’s sports choices, participation and success;
  iii) Recognise and commend students for their involvement;
  iv) Support students by attending sporting events (e.g. Interhouse swimming).

• **Parent Communication**
  The Pastoral Care Leader and Teacher should:
  i) Receive and return telephone calls/emails from parents;
  ii) Convey telephone messages to students, in conjunction with the main office, when possible;
  iii) Initiate contact with parents on issues of academic, pastoral or extra-curricular concern.

**Teaching and Learning**
- Ensure the College remains at the forefront of educational practice through leadership and modelling of *Teaching for Understanding*, College teaching and learning practices, and associated research;
- Undertake an appropriate teaching load within the College;
- Ensure effective supervision of student work and progress;
- Follow published rosters;
- Effective use of D2L;
- Ensure effective reporting to parents.

**Co-Curricular Activities**
- Actively promote the co-curricular program by attending sports games, musical productions, or club/society group meetings to support staff and students;
- Actively participate in the co-curricular offerings of the College.

**Community**
- Promote and assist the development of the College as a Professional Learning Community;
- Promote and encourage the professional development of all staff;
- Ensure the highest standards of communication are maintained between the College and parents;
- Engage with the wider educational community on matters of educational importance through the College newsletters and other publications.

**KEY RELATIONSHIPS:**

**Internal:**
- Principal and Assistant Principal;
- Head of Junior School;
- Director of Teaching and Learning – Junior School;
- Deputy Head of Junior School
- Staff – work with all teaching and administrative staff in a flexible and cohesive manner.
## External:
- Parents;
- Students;
- Other stakeholders as required;

## Technology:
- Demonstrated computer skills including Word, Excel, PowerPoint, Student Data Capture System, Outlook and the ability to utilise TASS and other relevant databases;
- M Files and other data storage facilities;
- Use of various databases and software programs;
- Provide high quality services with specific attention to detail; and
- High level of written and oral communication skills.

## SELECTION CRITERIA:

### Experience and Expertise:
- Excellent communication, planning and organisational skills;
- Demonstrated exceptional classroom practice leading to the achievement of quality learning outcomes for all students;
- Experience in coaching and/or mentoring staff;
- Demonstrated strong interpersonal and communication skills, and capacity to develop and sustain productive relationships, both within and outside the College community;
- Ability to work effectively within a team environment;
- Capacity to use strategic thinking and analytical skills to contribute to educational outcomes at College level;
- Demonstrated support for, and the capacity to develop and maintain an organisational culture, based on ethical professional and personal behaviours; and

### Specific Requirements:
- Current Teacher Registration is a requirement for the position.

### College Values:
- Actively contribute to the general philosophy and spirit reflected in A.B. Paterson College policies, procedures and guidelines.

### Health & Safety
- Actively contribute to the maintenance of a safe and healthy work environment
- All health and safety policies and procedures are understood and followed;
- Identified hazards are efficiently and effectively addressed;
- Proactive participation in health and safety audits of work practices; and
- Demonstration and understanding of emergency and evacuation procedures.

This document covers the broad results expected from the position and will form the basis of specific objectives to be agreed and reviewed on a regular basis. Please sign and date below:

I ........................................................................ (print name) agree to adhere to the responsibilities and duties of the position of Pastoral Care Leader and Teacher - Junior School.

-----------------------------------  -----------------------------------
Signed                              Dated