POSITION DESCRIPTION

General Description:

Position Title: Leader of Pastoral Care

Accountable To: MacKillop College Principal

Catholic schools establish quality learning environments where students participate in the Church’s mission of discipleship within the Catholic tradition. In the Diocese of Lismore they are established by the Bishop in the context of local faith communities, to educate and form young people in the faith tradition, offering them experiences of following Jesus in the Catholic community.

Overall Purpose of the Position:

While the Principal and school Executive carry primary responsibility for school improvement, the Leader of Pastoral Care has responsibility for developing high standards of student pastoral care and also plays a major role in the development of school policy and practice in relation to this area.

Key Tasks and Responsibilities:

1. Integrates Catholic beliefs and practices into all aspects of teaching and learning by:
   - Upholding Catholic identity and mission
   - Witnessing to the Diocese of Lismore, Foundational Beliefs and Practices- The Essential Framework
   - Modelling commitment to the Church and its teaching
   - Exercising pastoral care and wellbeing to all students and staff
   - Fostering parish, school and parent partnership
   - Complying with the CSO Accreditation Framework to Work, Teach and Lead
   - Supporting opportunities for regular prayer, evangelisation, reflection and celebration as a school community
   - Assisting the integration of Catholic Worldview across the curriculum
   - Leading by example through involvement in school and St Agnes Parish Secondary Schools (SAPSS) social and liturgical events and activities
   - Communicating with the parish priest and parish authorities as appropriate
   - Inviting students into the life of the parish community and participate in Parish Masses
   - Contributing to the development of a Catholic Christian culture within the Parish School through organisation of liturgies, prayer, retreat programs, reflection days and charity and community service opportunities
   - Appropriately collaborating with the Leader of Catechesis and The Leader of Evangelisation.
2. **Ensures the promotion of a school professional Catholic learning community by:**

- Involving staff in the processes of Evangelisation development, implementation and evaluation
- Promoting and modelling Evangelisation strategies that maximise student engagement
- Assisting The Leader of Evangelisation to further delegate and to promote with vigour and strength of belief the evangelising mission of the Church, particularly the New Evangelisation, in Parish School communities.

3. **Contributes to building the Parish School as a Catholic faith community by:**

- Promoting harmonious and cooperative relationships between staff members and students that witness to our Christian faith
- Communicating effectively with students, staff and parents, verbally, at Assemblies, in written form and via the website regarding Parish School Evangelisation activities
- Supporting the initiatives of parents and other groups working within the school by regular attendance at special events
- Actively promoting student engagement in the Eucharistic and sacramental life of the parish
- Ensuring that students are able to express the Catholic faith in appropriate justice, peace and service programs
- Encouraging students within the school community e.g. environment and uniform.

4. **Support the School Leadership Team with Administrative and organisational procedures by:**

- Supervising detention e.g. Afternoon and Uniform detention
- Allocating students to PC groups in consultation with the Assistant Principal
- Assisting PC teachers with the care and monitoring of individual students e.g. progress, daily report sheets, interviews with students/teachers and parents
- Organising Year excursions and pastoral days
- Regularly monitoring student attendance, lateness and leave for patterns and liaise with PC Teacher, Assistant Principals and parents where attendance is of concern and initiate steps to rectify this. Referring to the CSO website for documentation where appropriate
- Overseeing the orientation and welfare of new students with PC teachers and the Pastoral Assistant, ensuring allocation of best fit for classes and peer groups
- Meeting regularly with the Leadership Team so all are kept informed on communication, planning and sharing ideas
- Supervising students while serving suspension periods, time out and monitoring detention
- Coordinating with staff who are preparing assembly and school prayers
- Taking a leadership role in year specific liturgies, religious celebrations and in promoting the religious dimension of the school
- Attending inservices and/or post graduate courses to upgrade knowledge and skills in liturgical leadership.
5. **Develops a pastoral approach to House and Year group management by:**

- Conducting regular Year/House meetings/assemblies
- Conducting regular Pastoral team meetings
- Assisting with the implementation of the Student Management Policy
- Monitoring student well-being in association with PC teachers
- Working with staff in scheduling Pastoral activities
- Substituting for absent PC teachers
- Disseminating information to PC teachers e.g. Pastoral Team meetings
- Encouraging social gatherings within the Pastoral team e.g. family breakfast.

6. **Develops and sustains a friendly community spirit within the Year group by:**

- Coordinating pastoral activities for the Year – e.g. BBQ, sporting, social activities, trivia afternoon
- Supporting activities with students cocurricular
- Interacting with students at recess and lunch on a regular basis
- Providing support and assistance to PC teachers when required
- Interacting with PC on a regular basis
- Raising awareness of school standards and expectations
- Coordinating formal processes for recognising student achievement
- Taking an active presence around school, lunch and mornings etc
- Visiting and engaging classes when possible.

7. **Develops effective communications and a positive relationship with parents by:**

- Collaborating with PC teachers and the Leadership Team in liaising with parents, students and School Counsellor
- Proofreading and signing reports
- Taking an active part in award ceremonies
- Coordinating opportunities for social activities for families of students
- Arranging work for students with the Assistant Principal when necessary
- Publishing articles in newsletters relating to Year activities
- Preparing letters to parents informing them of special events.

8. **Coordinate student management procedures reflective of a Pastoral concern for students by:**

- Liaising with PC teachers, parents and School Counsellor with the view to updating student records relating to welfare and discipline
- Monitoring student attendance and liaise with PC Teacher, Assistant Principals and Parents where attendance is of concern
- Assisting with the implementation of Student Management Policy while maintaining a pastoral concern for the welfare of all concerned
• Arranging appointments for students with the school counsellor
• Developing individual programs to assist students in modifying their behaviour
• Working in cooperation with Leaders of Learning to address specific classroom management issues and with the Assistant Principal in relation to class groupings
• Supporting classroom teacher in removing students.

9. **College Specific role and responsibilities by:**

• Leading by example through involvement in College and SAPSS activities e.g. information evenings, open nights and social gatherings
• Communicating regularly with and collaborate with other SAPSS leaders
• Initiating and leading endeavours which build unity across Years 7 to 12 at MacKillop College.

**Additional responsibilities for Year 11 and Year 12 Leaders of Pastoral Care**

Due to the somewhat separate nature of the senior campus, the Year 11 and Year 12 Leaders of Pastoral Care will assume campus specific leadership responsibilities as delegated by the Principal and Assistant Principals.

**Qualifications and Skills Required**

*Leader of Learning 2*

• Four year trained qualification is preferable
• Minimum of five years teaching experience
• Ability to challenge current practice and work flexibly with Principal and other Leadership Team Members.

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