

Role Description



Deputy Principal Students

DEPARTMENT/FACULTY	Executive
REPORTS TO	Principal
LOCATION	Senior Campus
TYPE OF EMPLOYMENT	This position is a full-time maximum term contract for 3 years, renewed for a further 3 years following a successful performance review. The position will carry a 0.2FTE teaching load.
INDUSTRIAL INSTRUMENT	Independent Schools NSW/ACT Standards Model (Teachers) Multi-Enterprise Agreement 2021

Saint Ignatius' College Riverview was established in 1880 as a Catholic school for boys in the Jesuit tradition. Located within Cammeragal Country, on Sydney's lower north shore, Riverview is an independent school, which delivers a holistic education to both day and boarding students from Years 5 to 12.

St Ignatius' College acknowledges the Cammeragal people who are the Traditional Custodians of the land upon which we are privileged to live and educate. We pay our respects to Elders, past and present, and extend that respect to all First Nations people.

ROLE PURPOSE

This position is a member of the College Executive. The purpose of this role is to lead the pastoral care system and programs for students in Years 7 - 12. The Deputy Principal Students will develop and oversee a culture where *cura personalis* (care for the whole person), as an essential characteristic of a Jesuit education, underpins the development, formation and safety of students at the College.

The Deputy Principal Students will deputise for the Principal as required.

ROLE RESPONSIBILITIES

People & Culture

- Lead a team consistent with the Ignatian charism and tradition of the College, building and fostering of a sense of collaboration among all staff to provide innovative solutions to the challenges of delivering outstanding pastoral care.
- Lead a strong team that take responsibility for implementing pastoral care programs and structures that build a culture of continuous improvement.
- Maintain a responsive whole school approach to pastoral care of the students across the College.
- Assist in sustaining a culture that enables the high performance, innovation and engagement of teachers and celebrates their success.
- Provide leadership to the pastoral enterprise of the College by developing and supporting a strong pastoral team with the Dean of Students, the Heads of House,, the Psychological Services team and the Coordinators of the First Nations and Refugee students.
- Develop the leadership capacity of staff with pastoral leadership roles.
- Foster a learning culture for staff and students that promotes academic rigor combined with a lifelong openness to growth and a commitment to the service of others.

Strategic Leadership

- Be an outstanding leader with a vision for leading pastoral care in a contemporary and innovative context and model lifelong learning and engagement in research.

- Work in collaboration with the Executive Team to strategically lead in an environment and culture of continuous improvement for student wellbeing.
- Plan, develop, implement and evaluate projects across the College designed to improve pastoral care programs and systems.
- Collaborate with Teaching & Learning staff to promote and implement an integrated approach to managing student wellbeing.
- Work closely with the College Executive to provide a balanced educational program that cultivates the academic, spiritual, physical, cultural and social development of each student.
- Establish networks both within the Jesuit school community and broader educational community at the national and international level.
- Contribute to the formulation and implementation of College policy and advise the Principal on matters relating to pastoral care.

Pastoral Leadership

- Ensure that the pastoral system at the College is underpinned by the *Characteristics of Jesuit Education*.
- Liaise closely with the Director of Boarding and Director of Religious Formation to develop and implement an effective approach and system of pastoral care of students that is consistently applied across years 7 to 12, as well as being applied consistently between houses and divisions.
- Ensure that the particular application of student pastoral care in each of the houses is consistent with College expectations and College Mission.
- Take responsibility for the organisation and operation of College Assemblies.
- Work in collaboration with the Deputy Principal and Dean of Teaching & Learning on the organisation and operation of the annual Speech Day and Year 12 Graduation Ceremony.
- Ensure that Heads of House and mentors work closely with various stakeholders in the case of students experiencing difficulty, including but not limited to teachers, boarding staff, learning support staff, counsellors, appropriate spiritual advisers and parents.
- Ensure students have appropriate playground supervision in consultation with the Head of Academic Operations.
- Develop systems and structures to ensure students experience appropriate safety, behaviour and travel to and from College and major events.
- Review and develop all systems, structures and policies relating to Student Care and Wellbeing.
- Engage in the most recent educational research and literature relating to student development and apply it to the Ignatian context at Riverview.
- Develop a College wide philosophy and policy on pastoral care and student development (*cura personalis*), congruent with the Mission of the College.
- Equip students with the skills, attitudes, dispositions and capacities to become life-long learners to enable them to take their place in and contribute meaningfully to their local and global communities.
- Work in collaboration with the Principal and the Chief People Officer to ensure that quality staff are selected for positions within the College.
- Undertake other duties in addition to those outlined above as required by the Principal.

SELECTION CRITERIA

- Commitment to Catholic education in the Jesuit tradition and a willingness to contribute to the life of the College.
- Post-graduate qualifications in education, educational administration or educational leadership.
- Demonstrated experience in an executive leadership position, preferred but not essential.
- Ability to provide effective, collaborative, dynamic, innovative and strategic leadership in pastoral care and student wellbeing.
- Experience in and vision for student wellbeing leadership in the contemporary education context.
- Extensive knowledge and expertise in current pedagogical philosophy and practice in the context of Australian curriculum.
- Knowledge of boys' secondary education, preferably with teaching experience.
- Superior interpersonal, oral and written communication skills and people management skills.
- Ability to empower staff to achieve their potential.
- Proven ability to plan and achieve strategic outcomes.
- Connectedness to the wider learning communities in schools.

- Budget management experience including managing risk.
- Commitment to ongoing professional learning including remaining current with global best practice.
- A history of high integrity including sound judgement and ethical professional conduct.
- Hold a current Working with Children Check (or be prepared to obtain one prior to commencement) and be committed to safeguarding and promoting the safety, welfare and well-being of children and young people.

COMMITMENT

Saint Ignatius' College aims to transform communities by empowering students and teachers to strive for excellence in all pursuits, underpinned by a deepening experience of faith in action.

As a member of the College Community, you will endeavour to:

- Contribute to the building of positive relationships within the College community.
- Assist in developing effective communication links within the College community.
- Act with professionalism and respect in all activities and duties for the College.
- Contribute to the welcoming atmosphere to those who visit or contact the College.
- Maintain confidentiality in respect of all information relating to the College.
- Support initiatives to grow Christian values and the Jesuit tradition within the College community.
- Give personal witness to Christian values in carrying out daily duties.
- Get involved in the general life of the school and support it formally and informally within and beyond the school.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Saint Ignatius' College Riverview takes child protection seriously, and as an employee of the College, you are required to meet the behaviour standards outlined in our Safeguarding code of conduct. You will receive a copy of these guidelines/ College's Code of Conduct as part of your induction. You can also access a copy of these guidelines on the College website.

Therefore, as a part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Participate in Child Protection training and education as appropriate
- Maintain valid 'working with children' documentation
- Undergo periodic 'national criminal history record' checks
- Report to management any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

WORK HEALTH AND SAFETY (WHS)

Actively support and contribute to the maintenance and development of a safe working environment by:

- Identifying and reporting incidents/hazards/injuries (and reacting appropriately to potential hazards).
- Participating in WHS training and education as appropriate.
- Engaging with College policies and procedures around WHS.
- Work safely and report any hazards in accordance with College procedures.
- Monitor and take full care of the health and safety of others.