SECONDARY - DIRECTOR OF WELLBEING

The Director of Wellbeing plays a key role in providing quality Maronite Catholic education for students in the care of the College. The central focus is the coordination of the welfare and management of students. As a member of the College Leadership Team, the Director of Wellbeing works collegially to shape and implement the vision of the College in a way that reflects its Maronite Catholic character. He/she reports to the Deputy Principal and is ultimately accountable to the Principal for the performance of his/her duties. The Director of Wellbeing will be a full-time staff member who is expected to:

- Give personal witness to Catholic values, beliefs and practices
- Promote and model commitment to the primacy of faith education of students
- Encourage and support the growth of the Maronite Catholic culture of the College
- Contribute to the development of an effective Leadership Team
- Be aware of College WHS policy and their role in the maintenance of a work environment which minimises risks to health and safety.
- Model processes of consultation and teamwork within the College community
- Support and attend College functions, parent meetings and special events
- Teach and provide excellent role modelling and competent classroom teaching practice
- Contribute to staff selection processes
- Promote academic excellence within the College
- Encourage and support links between the College and local Maronite Catholic faith communities
- Coordinate the development and evaluation of student welfare and management policies
- Work with the Executive, Psychologist and the Year Advisors (Years 7-12); homeroom and subject teachers (Years 7-12) to ensure a consistency of student welfare and management practices across the College
- Keep abreast of contemporary educational developments in relation to student welfare and management
- Maintain student welfare records in student files and on SAS
- Managing documentation for all student attendance/absences and follow up on student attendance patterns
- Coordinate the orientation and induction of new staff members
- Coordinate and supervise detentions and maintain appropriate liaison with teachers
- Implement the College Student Development Policy Levels system with appropriate consultation
- Contact parents and arrange interviews, and document meetings
- Maintain appropriate external student welfare networks
• Supports co-curricular programs
• Coordinate and supervise the work of the Year Advisors (Years 7-12); teachers (Years 7-12)
• Provide professional guidance and support for the Year Advisors (Years 7-12); teachers (Years 7-12)
• Facilitate the performance appraisal/review process of the Year Advisors (7-12); teachers (7-12)
• Allocate students to homeroom classes
• Contribute to the development of the College calendar
• Undertake class supervision and yard duties
• Maintain a safe College environment
• Organise briefings, assemblies and meetings
• Undertake other tasks and responsibilities, as requested by the Principal