



## Saint Ignatius' College, Riverview

### The College Leadership Team

#### Position Description

#### Director of Students

#### 1. Role Purpose

The Director of Students is a member of the College Leadership Team, which is inspired at all times by the highest Ignatian ideals of Companionship and Team. As the leader of the Pastoral Care Team (Senior School), the Director of Students has delegated responsibility for the consistent application of student management, care and wellbeing within the College (years 5 to 12).

#### 2. Role Responsibility

As the delegated leader of the pastoral care and discipline of the College, the Director of Students is responsible to the Principal.

#### 3. Role Accountability

##### 3.1 Team Leadership

To exercise effective team leadership in the development and support of an efficient Pastoral Care Team (Senior School), and in line with the Ignatian concept of teams that underpins the organisational structure of the College and is inspired by the highest Ignatian ideals of companionship and team.

##### 3.2 Spiritual Development

3.2.1 To ensure that the spiritual dimension of the students' development particularly through the pastoral systems is given appropriate attention in line with College Mission.

3.2.2 To liaise regularly with the housemasters and the Director of Religious Formation and Ignatian Centre Team in regard to the organisation of house prayer gatherings and retreats.

##### 3.3 Pastoral Care

3.3.1 To work closely with colleagues in the College Leadership Team and particularly the Director of Middle Schooling, the Director of Boarding the housemasters and counsellors, to develop and implement an effective approach and system of pastoral care of students that is consistently applied across years 5 to 12, as well as being applied consistently between houses.

3.3.2 To ensure that the particular application of student pastoral care in each of the houses is consistent with College expectations and College Mission

3.3.3 To ensure that effective channels of communication of student information between teachers, coordinators and Housemasters are in place.

3.3.4 To take responsibility for the organisation and operation of College Assemblies.

- 3.3.5 To work in collaboration with the Prefect of Studies, Director of Senior Schooling and Director of Middle Schooling on the organisation and operation of the annual Speech Day and Year 12 Graduation Ceremony.
- 3.3.6 To ensure that housemasters and house tutors work closely with teachers, the boarding staff, learning support staff, counsellors and appropriate spiritual advisers and parents in the case of students experiencing difficulty.
- 3.3.7 To ensure appropriate playground supervision in consultation with the Prefect of Studies.
- 3.3.8 To ensure appropriate safety, behaviour, travel, etc to and from College and major events.
- 3.3.9 To constantly review and develop all systems, structures and policies relating to Student Care and Wellbeing.
- 3.3.10 To remain updated on most recent Educational Research and Literature relating to student development and apply it to the Ignatian context at Riverview.
- 3.3.11 To develop a College wide philosophy and policy on student care and wellbeing and student development (*cura personalis*), congruent with the Mission of the College.

### **3.4 Discipline**

- 3.4.1 To work closely with colleagues in the College Leadership Team and particularly the Director of Middle Schooling and the Director of Boarding and the year co-ordinators and housemasters to develop and implement an effective approach and system of student discipline that is focused on positive behaviour/conduct and consistently applied across years 5 to 12.
- 3.4.2 To ensure that the particular application of student discipline in each of the years and the Middle School is consistent with College expectations and College Mission.
- 3.4.3 To work closely with the Director of Middle Schooling, the year co-ordinators and the housemasters to regularly review the effectiveness of the College approach to student discipline.
- 3.4.4 To take responsibility for the application of policy for student suspension and expulsion (years 5 to 12) and to liaise closely with the Principal on these matters.

### **3.5 Student Progress**

- 3.5.1 To work closely with the housemasters and year co-ordinators to develop effective and consistent ways of monitoring student academic, spiritual and co-curricular progress and communicating same to parents and other stakeholders.

### **3.6 Communication**

- 3.6.1 To establish effective means of communication with colleagues in the College Leadership Team in regard to their ongoing understanding of all aspects of the application of the College approach to pastoral care and discipline.
- 3.6.2 To ensure that the communication channels between housemasters and parents are effective.
- 3.6.3 To ensure that appropriate procedures are in place for regular communication between housemasters and parents.
- 3.6.4 To liaise regularly with the Director of Senior Schooling and the Director of Middle Schooling in regard to the involvement of housemasters and year co-ordinators in parent information meetings.
- 3.6.5 To ensure that effective communication exists between housemasters and year co-ordinators.

### **3.7 Student Leadership**

- 3.7.1 To work closely with colleagues in the College Leadership Team to establish and review the College's approach to student leadership development and to take responsibility for its implementation across years 5 to 12.

- 3.7.2 To work closely with the Director of Religious Formation and Ignatian Centre personnel in regard to the development and implementation of student leadership training programs across years 5 to 12.
- 3.7.3 To organise the selection of student leaders (years 5 to 12), and to ensure College procedures are appropriately applied.

### **3.8 Staff Supervision and Education**

- 3.8.1 To work in collaboration with the Principal and the Director of Staff Services to ensure that quality staff are appointed to housemaster and house tutor positions.
- 3.8.2 To ensure that all staff working specifically in student care and wellbeing roles are fully aware of, and responsive to, the expectations of the “Riverview Model of Pastoral Care and Discipline”, and that their work with students in this regard is closely supervised.
- 3.8.3 To ensure that all staff working with students in student care and wellbeing roles are appropriately supported and have access to appropriate and regular professional development.
- 3.8.4 In collaboration with the Director of Staff Services, ensure the housemasters and year co-ordinators (and the broader staff) remain up skilled and clear in terms of being able to effectively execute the systems and policies related to student care and wellbeing.

### **3.9 Management and Administration**

- 3.9.1 To attend Middle School and Regis Campus Assemblies sporadically.
- 3.9.2 To exercise day to day supervision in consultation with the Director of Senior Schooling and the Prefect of Studies of the administration of the Senior School classes including student absenteeism and the movement of students.
- 3.9.3 To produce a weekly Viewpoint article, covering specific administrative aspects relating to student welfare, as well as promoting broader, philosophical issues related to this area.
- 3.9.4 To conduct weekly meetings with housemasters and fortnightly meetings with year co-ordinators, as well as individual meeting with each as required.

## **4. Length of Tenure**

The Director of Students is appointed on contract for a period of three years renewable on the completion of a successful Performance Appraisal.

## **5. Appraisal/Review Conditions**

The appointee to this position will be required to undergo a yearly professional review with the Principal or his nominee, and a comprehensive performance appraisal during the period of the appointment. The performance appraisal will be conducted at the request of the Principal by an appraisal panel chaired by an independent consultant.

## **6. Teaching Requirements**

The Director of Students will carry a 0.2 fte teaching load.



## Position Description

### Deputy Principal Students

#### The College

Saint Ignatius' College, Riverview is a leading independent non-selective boys' school for Years 5-12. It is a Catholic day and boarding school run by the Society of Jesus and moulded in the Ignatian tradition.

Established in 1880, the mission of the College is to provide an all-round education that inspires boys to a life-long development of their faith. This means they will seek understanding, strive for justice and commit to the service of others with discernment, conscience and compassion.

The College is situated at Lane Cove, Sydney and consists of two campuses co-located on 45 hectares of land. Currently more than 1550 students attend the College, 330 of whom are boarders.

#### 1. Role purpose

The Deputy Principal Students is delegated by the Principal with leading the pastoral care system for students Year 5 – 12. The Deputy Principal Students will develop a culture where *cura personalis* (care for the entire person), an essential characteristic of a Jesuit education, underpins the development and formation of students at the College.

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

#### 2. Reporting

The Deputy Principal Students will directly report to the Principal.

Strategically the Deputy Principal Students will work closely with the Deputy Principal Teaching and Learning, Deputy Principal Staff, Head of Regis Campus, the Director of Boarding, the Director of Religious Formation, the Dean of Pastoral Care, the Heads of House and the Head of Co-Curriculum.

#### 3. Accountability

The Deputy Principal Students will show leadership in the following areas:

##### 3.1 *People and culture*

The Deputy Principal Students will:

- 3.1.1 Promote excellence in Catholic and Jesuit education.
- 3.1.2 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 providing an outstanding pastoral care system.
- 3.1.3 Promote and support the Ignatian Charism of the College and model the College values of conscience, competence and compassion.
- 3.1.4 Lead a strong team that take responsibility for implementing pastoral care programs and structures that build a culture of continuous improvement.

- 3.1.5 Work with the Deputy Principal Staff and the Head of Professional Learning to create a culture that enables the high performance, innovation and engagement of teachers and celebrates their success.
- 3.1.6 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.
- 3.1.7 Be a model of Ignatian leadership and through continual reflection give priority to the Jesuit mission, to be companions for a faith that does justice.

### 3.2 *Strategic leadership*

The Deputy Principal Students will:

- 3.2.1 Be an outstanding leader with a vision for leading pastoral care in a 21st century context and who models lifelong learning and engagement in research.
- 3.2.2 Ensure the College is at the forefront of learning and innovation to enable the most effective pastoral care for each student.
- 3.2.3 Oversee research initiatives in the College in line with the strategic direction of the College.
- 3.2.4 Establish networks both within the Jesuit school community and broader educational community at the national and international level.
- 3.2.5 Contribute to the formulation and implementation of College policy and advise the Principal on matters relating to pastoral care.
- 3.2.6 Plan, develop, implement and evaluate projects across the College designed to improve pastoral care and systems.

### 3.3 *Pastoral leadership*

The Deputy Principal Students will:

- 3.3.1 Ensure that the pastoral system at the College is underpinned by the *Characteristics of Jesuit Education*.
- 3.3.2 Work closely with the College Executive team to provide a balanced educational program that cultivates the academic, spiritual, physical, cultural and social development of each student.
- 3.3.3 Provide leadership to the pastoral enterprise of the College by developing and supporting a strong pastoral team with the Heads of House, the Head of Co-curriculum, the Dean of Pastoral Care, the Counselling Services team and the Coordinators of the Indigenous and refugee students.
- 3.3.4 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 5 to 12, as well as being applied consistently between houses and divisions.
- 3.3.5 Ensure that the particular application of student pastoral care in each of the houses is consistent with College expectations and College Mission.
- 3.3.6 Take responsibility for the organisation and operation of College Assemblies.
- 3.3.7 Work in collaboration with the Dean of Studies and the Deputy Principal Teaching and Learning on the organisation and operation of the annual Speech Day and Year 12 Graduation Ceremony.
- 3.3.8 Ensure that Heads of House and mentors work closely with teachers, boarding staff, learning support staff, counsellors and appropriate spiritual advisers and parents in the case of students experiencing difficulty.
- 3.3.9 Ensure students have appropriate playground supervision in consultation with the Dean of Studies.
- 3.3.10 Develop systems and structures to ensure students experience appropriate safety, behaviour and travel to and from College and major events.

- 3.3.11 Review and develop all systems, structures and policies relating to Student Care and Wellbeing.
- 3.3.12 Engage in the most recent educational research and literature relating to student development and apply it to the Ignatian context at Riverview.
- 3.3.13 Develop a College wide philosophy and policy on pastoral care and student development (*cura personalis*), congruent with the Mission of the College.
- 3.3.14 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.
- 3.3.15 Work in collaboration with the Principal and the Deputy Principal Staff to ensure that quality staff are selected for academic positions within the College.
- 3.3.16 Ensure all academic staff engages in a program of regular performance review in line with College policy.

#### **4. Key selection criteria**

- 4.1 Commitment to Catholic education in the Ignatian tradition and a willingness to contribute to the life of the College.
- 4.2 Post-graduate qualifications in education, educational administration or educational leadership.
- 4.3 Ability to work productively and collaboratively as part of the Executive team to achieve College goals.
- 4.4 Ability to provide effective, collaborative, dynamic, innovative and strategic leadership in the area of pastoral care.
- 4.5 Extensive knowledge and expertise in current pedagogical philosophy and practice in the context of Australian curriculum and pastoral care.
- 4.6 Knowledge of boys' secondary education, preferably with teaching experience.
- 4.7 Superior interpersonal, oral and written communication skills and people management skills.
- 4.8 Ability to empower staff to achieve their potential.
- 4.9 Proven ability to plan and achieve strategic outcomes.
- 4.10 Connectedness to the wider learning communities in schools.
- 4.11 Budget management experience including managing risk.
- 4.12 Commitment to ongoing professional learning including remaining current with global best practice.
- 4.13 A history of high integrity including sound judgement and ethical professional conduct.

#### **5. Interdependencies**

The Deputy Principal Students will work collaboratively with the Executive team.

#### **6. Teaching requirements**

The Deputy Principal Students will carry a 0.2 fte teaching load.

#### **7. Length of tenure**

The Deputy Principal Students is appointed on contract for a period of three years renewable on the completion of a successful comprehensive Performance Appraisal during the life of the contract.

#### **8. Appraisal / review conditions**

The appointee to this position will be required to undergo a yearly Professional Review and comprehensive Performance Appraisal during the period of the appointment.

**9. Qualifications**

The appointee to this position will have post-graduate qualifications in education, educational administration or educational leadership.

**10. Remuneration**

The remuneration for this position will be commensurate will qualifications, skills and experience, and will be reviewed annually in accordance with College guidelines.

Riverview provides staff members with a comprehensive *Employee Benefit Program* and an extensive program of professional development and ongoing career goal setting and support.