

Position Description

Title: Deputy Head of Preparatory School – Pastoral Care

Preparatory School Campus



This Position Reports to: Head of Preparatory School

Department: Pastoral Care

Date: August 2024

## **PREAMBLE**

As a staff member of The Southport School, it is crucial that you understand the underpinning philosophy and aims of this school, its routines and administration, and more importantly, that you actively support the Anglican Ethos of the School. The School Prayer gives a clear understanding of the School Aims.

*Make us a truly Christian Community where education embraces the whole of life. With the school may we find acceptance, healing and growth through faith in Christ and in turn service to others.*

## **OUR TSS VALUES**

### **We are a TEAM**

We work together in a spirit of trust, loyalty, inclusion and mutual respect. We persist and encourage each other to do our best each day.

### **We are a community of SCHOLARS**

We learn every day and our interests and different approaches bring diversity of opportunity and enrich our understanding of the world.

### **We are here to SERVE**

We contribute positively to our classes, our teams, our school, our families, and our communities, learning to lead and to improve the world in which we live.

## **STUDENT PROTECTION IN ANGLICAN SCHOOLS**

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- Every child: made in the image and likeness of God.
- Every child: loveable and loved, unique and unrepeatable.
- Outstanding education for the flourishing of people and the good of community.

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- place emphasis on genuine engagement with children and young people.
- create conditions that reduce the likelihood of harm to children and young people.
- create conditions that increase the likelihood of identifying harm where it exists; and
- respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.

## **PURPOSE OF THIS DOCUMENT**

To provide the team member with the key selection criteria, specific duties and responsibilities and general responsibilities against which your appointment to, and performance in the job, will be assessed.

As part of the team, you will be expected to know the policies and procedures that govern some of the tasks you will be performing.

## **KEY SELECTION CRITERIA, QUALIFICATIONS AND EXPERIENCE:**

### **Selection Criteria**

- Proven ability and experience in providing timely and effective responses to students' pastoral care, behavioural and academic needs.
- Possess a vision for the pastoral care of boys along with the knowledge and application of male physical, social, intellectual and emotional development.
- Demonstrated capacity to develop and manage interpersonal relationships and establish productive partnerships with excellent communication skills and interpersonal skills necessary to work with all members of the school community.
- Demonstrated leadership and accountability for the outcomes-based performance of the area of responsibility with strong problem-solving abilities, time management and prioritisation skills, the ability to multi-task, meet deadlines, and work within agreed timeframes to meet the operational needs of the school.
- Ability to build and lead a team modelling, coaching, coordinating, training, monitoring and reviewing and to enable others in effective development of and responses to individual and group needs.

### **Qualifications and Experience**

- Degree or Experience:  
A Bachelor of Education and ideally hold further qualifications/experience relevant to positions, such as Masters.
- Teacher Registration:  
Must hold valid teacher registration with the QCT.
- Subject Knowledge (teaching positions only):  
Demonstrate a strong foundation and an in-depth understanding of the Australian curriculum.
- Professional Development:  
Demonstrated engagement in ongoing professional development that enhances pastoral leadership skills, keeping up-to-date with pastoral changes, and staying informed about best practices. Participation in workshops, conferences, and professional learning communities that contribute to continuous growth as a pastoral leader.

### **Additional requirements:**

- Provide a recent criminal history check certificate – must be within 2 months of appointment.
- Hold a current First Aid Certificate that includes CPR.

## **DUTIES AND RESPONSIBILITIES FOR THE POSITION**

This part of the document outlines the responsibilities required to competently perform the duties of the position. Of course, you will also be required to perform any other duties that the Headmaster, or their delegate, may direct you to perform, and which could reasonably be considered relevant to the position.

### **OVERVIEW**

The Deputy Head – Pastoral Care is a member of the Preparatory School Executive. The position is a people-focused role with responsibilities that will draw upon your ability to develop strong community and internal stakeholder relationships and utilise a relational style of management practice.

The Deputy Head – Pastoral Care deputises for the Head of Preparatory School, when required and assumes high levels of responsibility for both staff and students across years P-6. The successful candidate will have effective leadership skills and work closely with the Head of Preparatory School, Deputy Head of Learning and Teaching and the Deans of Students to ensure the best pastoral and academic outcomes for all students.

A key function of this role, and indicator of success, is the ability to influence and develop nurturing, positive relationships between students, teachers, and parents. The Deputy Head will demonstrate strong Emotional Intelligence and manage difficult conversations with dignity, grace, confidence, and competence. The position requires an excellent communicator, both verbal and written, who is able to draw upon negotiation, mediation and relational skills that are empathetic, and supportive of the community needs as well as the School's processes and protocols.

The Deputy Head – Pastoral Care, is expected to be comfortable multi-tasking to a high standard across a wide range of demands. They will manage the well-being and care of students and staff, assisting the Head of Preparatory School with the effective management and day-to-day operation of the Campus. (Years P-6).

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

This role plays a pivotal role in fostering a positive learning environment, addressing student and parent concerns, and promoting student engagement and achievement. Additionally, they liaise with other school departments, coordinate assessments and examinations, and adhere to relevant educational policies and regulations.

#### **Key responsibilities:**

- Contributing to the leadership of the whole school through in-depth and thoughtful participation in the Senior Executive Team and regular attendance at the variety of professional team meetings that support academic and pastoral growth.
- Oversight of the pastoral care of all students' years P-6, including liaison with other staff regarding student needs.
- Supporting the Management of the day-to-day operation of the Preparatory School.
- Understanding and knowledge of the legislation and policies that impact on Preparatory schooling and assisting the Head of Preparatory School in planning, writing, implementing and reviewing Preparatory Policies.
- Leadership and active participation and promotion of ongoing, effective professional learning for teachers.
- Ensuring that the School's policies on safe and supportive environments, pastoral care and discipline are implemented fairly and consistently meeting all regulatory requirements.
- Management of resources to achieve goals.
- Assisting the Head of Preparatory School to implement the strategic plan.

- Be actively involved in the co-curricular life of the Preparatory School.
- Attend to all other duties as required by Head of Preparatory School.

### **Student welfare**

- Research and implement innovative and world class Pastoral Care practices to ensure the well-being of all boys.
- Oversee Deans of Students management of Preparatory student dress standards and student behaviour programs and issues.
- Chair review meetings into serious breaches of student code of conduct with Deans of Students (Level 4 – Meetings of Serious Concern and Suspensions)
- Liaise with the Head of Preparatory School regarding behaviour modification and programs for students at Level 4 & 5.
- Implement the school’s Behaviour Management Policy, providing updates and amendments as appropriate.
- Chair Housemasters’ meetings and in consultation with them, plan and implement and monitor the House Pastoral Care Program.
- Consult with key staff (e.g.: - Director of Learning Enhancement/Director of Talent Development) on the co-ordinated intervention programs to ensure alignment with pastoral support.
- Regularly review student support plans to ensure pastoral recommendations are being implemented in classrooms and across co-curricular programs.
- Oversee the program of student leadership.
- Liaise with the Director of Well-being to deliver pastoral programs for Preparatory students.

### **Staff, Duties and Routine**

- Participate in the process of staff recruitment and appointment and the induction of new staff including organising daily relief teachers and the supervision of pre-service teachers.
- Mentor middle management teams and staff including leading and participating in processes for staff reflection, review and performance management.
- Liaise with the Head of Preparatory School and the Preparatory School Deputy Head, Learning and Teaching to organise staff meetings and professional learning opportunities for staff.
- Actively lead, participate, and serve across school committees as assigned.
- Participate in budget preparation and implementation as well as oversight of facilities and maintenance across the campus.
- Establish and maintain the timetable and the daily routines of the Preparatory School.
- Facilitate weekly assemblies and organise and act as Master of Ceremonies for a number of school events and special assemblies including Chapel Services
- Management of the school calendar including organisation of off-site events including excursions and camps and any other major annual or extraordinary events.
- Contribute to the School Newsletter on a regular basis.
- Liaise with the Preparatory School Sports Master and Preparatory School Director of Music as necessary, regarding the music and sporting program including attendance, scheduling and behavioural concerns.

### **Admissions**

- As directed conduct interviews with potential students and families regarding appropriate entry year level.

- As required, Conduct tours of the Preparatory School for potential families.

**Teaching expectations and responsibilities:**

- Plan and deliver effective lessons that align with the curriculum, implement assessments and ensure data is recorded accurately and within timeframes. The teaching load is approximately 0.2FTE.

**GENERAL DUTIES AND RESPONSIBILITIES**

Student protection and child safety responsibilities

- Ensuring a comprehensive understanding of all relevant policies, procedures, guidelines and reporting protocols at The Southport School and ensuring that all record keeping is accurate and on time.
- Creating and maintaining a safe and secure environment where students feel physically and emotionally protected.
- Recognising signs of abuse, neglect, harm, and inappropriate behaviours and conduct of students, staff, volunteers, visitors and other persons engaging with the students.
- Immediately report suspicions of harm or disclosures to another Student Protection Officer, or the Director of Student Protection, or the Headmaster concerns and disclosures as a mandatory reporter.
- Educate students about their own personal safety, empowering them to understand and assert their boundaries and seek help if they feel unsafe.

Ensure all school policies and procedures are complied with by:

- Complying with legal obligations of an education establishment including complying with established industrial relations practices and requirements.
- Compliance with the Student Protection Policy and Procedures including ensuring that the well-being of all students is closely monitored, and any concerns are reported to the appropriate support and leadership staff.
- Understanding that at no time does any worker have the authority to reprimand any student or any co-worker, but to take responsibility to report any issue to the Dean of Students or any member of the School's senior management panel.

Ensure a safe and healthy work environment is provided for students, employees and visitors by:

- Complying with the Workplace Health and Safety Legislation and Regulations.
- Complying with The Southport School Workplace Health and Safety Policy
- Implementing documented basic safety and security practices.
- Preventing hygiene risks and problems through implementation and adherence to policy and procedures.

Display positive interpersonal skills needed for the delivery of quality service, with a particular emphasis on communication and teamwork by:

- Communicating effectively one on one in the workplace.
- Communicating and participating effectively as a member of a team in the workplace.
- Providing confidential employee and client relations for counselling and any grievance procedure that may take place.
- Presenting a positive, professional and dynamic image of the School to employees, clients and visitors at all times.
- Initiating and driving the business forward by directly representing the School's ethos and motto.
- Demonstrating the very highest level of personal insight, initiative and maturity in all that is done and to display a sense of flexibility and willingness to work as an integral member of the team.