



ST EDMUND'S COLLEGE
CANBERRA · EST 1954



EDMUND RICE EDUCATION
AUSTRALIA

St Edmund's College Canberra is a Catholic school in the Edmund Rice tradition, educating boys from Years 4 – 12. It is an inclusive educational community, with a broad offering across academic and co-curricular areas.

Applications are sought from suitably qualified and experienced candidates for the position of:

Assistant Principal Student Wellbeing (Ongoing)

Commencing 24 January 2022. St Edmund's College is seeking a suitably qualified Assistant Principal Student Wellbeing. Please see the role description on the College website for information regarding this role and how to apply for the position.

To be appointed to this position to teach in the ACT, the applicant will need an ACT TQI Registration and a current Working with Vulnerable People (WwVP) card.

All staff at St Edmund's College Canberra support and work to advance the Values, Vision and Mission of the College as a Catholic school in the Edmund Rice tradition.

Visit the College website at [Employment Requirements](#) to obtain all of the Application Information. Contact Ms Rachel Lemon via employment@stedmunds.act.edu.au if you have further questions.

Applications close: Wednesday 1 September 2021 at 5pm, addressed to:

The Principal
St Edmund's College Canberra
110 Canberra Avenue GRIFFITH ACT 2603
Or email to employment@stedmunds.act.edu.au



SEC ROLE DESCRIPTION: ASSISTANT PRINCIPAL STUDENT WELLBEING

Relevant to	CLT, Heads of House, Counsellor, Defence School Mentor, Head of Diverse Learning, Staff, Students
Responsibility	Deputy Principal
Authority	Principal, EREA
History of policy/procedure	Updated 2021
Related policies	Student Wellbeing Handbook, Safe School Policy, Enrolment Policy

1. **ROLE PURPOSE**

The Assistant Principal Student Wellbeing is a member of the College Leadership Team (CLT) with delegated responsibility for the oversight of Student Wellbeing programs, practices and procedures within the High School.

2. **ROLE RESPONSIBILITY**

As a member of the College Leadership Team, the Assistant Principal Student Wellbeing is directly responsible to the Principal and is a member of the College Critical Incident Team.

The Assistant Principal Student Wellbeing works in partnership with all members of the CLT, Head of Diverse Learning, the College Enrolments Office. The Assistant Principal Student Wellbeing supervises:

- Heads of House,
- the College Counsellor
- the Defence School Mentor

3. **ROLE ACCOUNTABILITY**

3.1 **Identity and Vision:**

To demonstrate an ongoing commitment to the goals of Edmund Rice Education Australia.

3.2 **Shared Vision:**

To lead the Student Wellbeing Team towards the achievement of the vision and goals of the College

3.3 **Climate of Excellence:**

- To encourage a climate of excellence in student wellbeing through the establishment of effective procedures and processes across the College and the development of collaborative relationships with all College Leaders.
- To encourage a climate of excellence in student learning, care and development through the establishment of an effective Student Wellbeing Team.

- 3.4 As a delegated *Spiritual Leader*, the Assistant Principal Student Wellbeing will assist in the development of the College as a faith community by:**
- Promoting, developing and protecting the vision, beliefs, ethos and Catholic educational tradition in every aspect of College life
 - Giving personal witness to Christian values
 - Encouraging, facilitating and participating in the liturgical and celebratory life of the College
 - Wholeheartedly supporting the identity of the College
 - Modelling the values of Edmund Rice Education
 - Ensuring that College policy and practice nurtures respect for difference in all its forms
 - Supporting and promoting Religious Education
- 3.5 As a delegated *Community Leader*, the Assistant Principal Student Wellbeing will assist in the nurturing of positive relationships in the College community by:**
- Contributing to the development of the College 's spirit of welcome and hospitality
 - Ensuring that the Edmund Rice ethos is known, cared for and developed among staff
 - Developing and maintaining effective procedures for the appropriate involvement of parents in the Student Wellbeing of students
 - Supporting teachers in ensuring positive classroom organisation and sound student management in all contexts
- 3.6 As the delegated *Student Wellbeing leader of the High School*, the Assistant Principal Student Wellbeing will assist in the provision of effective Student Wellbeing in the College by:**
- Ensuring that appropriate Student Wellbeing is provided for students in all aspects of College life
 - Working closely with colleagues in the College Leadership Team to develop and implement an effective approach to, and system of, pastoral care of students, that is consistently applied across Years 7 to 12
 - Overseeing the development and implementation of Student Wellbeing programs, practices and procedures within the school (7-12) including planning and organising external support agencies, camps and end of year events, and Indigenous, Pacifica and Formation programs
 - Liaising with the Assistant Principal Junior School to ensure continuity and consistency of approach and practice in Student Wellbeing (4 -12)
 - Leading Year 7 and new student induction
 - Modelling effective and proactive Student Wellbeing, characterised by:
 - A true demonstration of care for each person
 - A school environment that is positive, safe, spirited and vibrant
 - The application of Catholic values in the context of Edmund Rice education
 - Ensuring that pastoral care exercised in the College encourages positive behaviour/conduct
 - Ensuring that the particular application of Student Wellbeing in each of the Houses is consistent with College expectations and College Identity
 - Allocating new students to Houses and staff to Tutor Groups
 - Overseeing and supervising Student Management in Years 7-12 including interventions and for poor conduct
 - Develop and implement a Student Wellbeing Handbook and Student Wellbeing Framework in collaboration with the College Leadership Team and the Student

Wellbeing Team

- Ensuring that student management is fair and consistent and that students learn to take responsibility for their actions
- Overseeing student leadership development and training initiatives in the High School
- Overseeing the selection of High School student leaders in collaboration with the CLT and Heads of House.
- Working with other members of the College Leadership Team to sustain positive staff morale
- Communicating effectively with all staff, students and parents/carers
- Communicating significant issues regarding the wellbeing and progress of individual students to relevant Pastoral Tutors, Heads of House, teachers, school counsellors, parents and the Principal
- Liaising with the Diverse Learning Faculty with regard to the particular pastoral support of students with diverse needs
- Overseeing the regular review of the College's Student Wellbeing program, policy and procedures
- Working with the CLT to develop and implement effective procedures for Student Wellbeing
- Supporting staff in managing student discipline problems in collaboration with Heads of House and Head and Heads of Faculty
- Ensuring that all new staff members are appropriately inducted into the Student Wellbeing and student management practices and procedures of the College
- Ensuring that all new Pastoral Tutors are adequately prepared to undertake their pastoral responsibilities

3.7 As a delegated *Educational Leader*, the Assistant Principal Student Wellbeing will lead the development and promotion of the College as a centre of quality teaching and learning by:

- Fostering and promoting excellence in teaching and learning
- Working closely with Pastoral Tutors, Heads of House and Assistant Principal of Teaching and Learning to develop effective and consistent procedures for monitoring of and reporting on student overall progress

3.8 As a delegated *Administrative Leader*, the Assistant Principal Student Wellbeing will assist in the effective administration of the School by:

- Establishing effective procedures for communication with colleagues in the College Leadership Team in regard to Student Wellbeing
- Ensuring that effective channels for communication of student information between subject teachers, Heads of Faculty, Pastoral Tutors, Head of Houses are in place
- Communicate the College's student code of conduct, expectations, policy and procedures in relation to student management and wellbeing to staff, students and parents
- Liaise with the Deputy Principal to ensure effective administration and smooth day to day running of the Student Wellbeing practices and procedures within the College

4. APPRAISAL/REVIEW CONDITIONS

The position of Assistant Principal of Student Wellbeing is an integral part of the St Edmund's College Leadership Team. This position will normally be offered for a three year contract. An appraisal will be in the third year of the contract will inform the Principal's recommendation for future contract/s.

5. SPECIAL REQUIREMENTS

5.1 Variable Duties/Hours:

The nature of the position is such that the Assistant Principal of Student Wellbeing is required to be available outside the "normal" office/school hours, to participate fully in the total life of the College, and to attend meetings and presentations whenever necessary, and to represent the Principal and/or the College Board, on occasions, in some forums.

5.2 Teaching Requirements:

The Assistant Principal of Student Wellbeing will carry a teaching load to be determined annually at the discretion of the Principal.