



ROLE DESCRIPTION – HEAD OF YEAR

The Head of Year is a key leadership role within St John Bosco College responsible for the pastoral and the academic wellbeing of a particular year group of students. The Head of Year is required to actively contribute to the development of the Catholic ethos and culture of the College. The successful candidate will be required to establish year group-based activities and pastoral wellbeing programs. The Head of Year's line of management is through to the Deputy Principals.

The outline of the role of the Head of Year is as follows:

1. VALUES, SKILLS AND QUALIFICATIONS

- Model and maintain the joy and love in teaching and learning, as captured by our College Motto “JOY IN LEARNING” and the Catholic ethos and traditions of our patron St John Bosco
- Be able to incorporate into the teaching and learning program, the example of how Jesus lived using “The Fruits of the Holy Spirit”
- Demonstrate an understanding of current pastoral and educational issues, particularly the education and care of students in a Catholic co-educational College
- Demonstrate exemplary leadership skills, a high degree of professionalism, excellent communication and organisational skills, including team building and mentoring
- Possess a minimum four-year degree and a commitment to further studies towards Accreditation and postgraduate qualifications
- Have a high level of expertise in the application of digital technologies.
- Commitment to Student Safety and Wellbeing consistent with the CEWA Child Safe Framework

2. PERSONAL ATTRIBUTES

- Be a creative, flexible, innovative and enthusiastic teacher
- Be able to foster strong relationships with all members of the College Community
- Show initiative and participate fully in College activities
- Be an enthusiastic and cooperative team person who will work collaboratively with all staff

3. MAIN RESPONSIBILITIES

3.1. *Mission*

- Actively live and promote the College Mission
- Possess an ability to create a flourishing environment in which every student can thrive in a Catholic learning community, where development of the whole person is of utmost importance
- Be able to nurture students to become successful learners who can contribute positively to society
- Assist in planning whole College events and activities as required by the College Leadership Team

3.2. Pastoral

- Model exemplary pastoral care and management of students
- Introduce teachers to and challenge them with innovative, effective and evidence-based pastoral care methods, e.g. trauma informed practice
- Foster positive relationships with students and their families
- Communicate and collaborate with parents as partners in student learning and behavioural concerns
- Support staff in implementing the College's behaviour management procedures including effective conflict resolution processes
- Liaise with relevant staff and external agencies
- Implement pastoral care programs and procedures
- Develop leadership potential in students
- Organise the induction into the year of new students and their families
- Organise and chair case-management meetings

3.3 Teaching and Learning

- Possess a sound knowledge of the Western Australian Curriculum and of the Religious Education guidelines if teaching Religious Education
- Work collaboratively with Heads of Learning Area and Learning Support Coordinator
- Work collaboratively to lead, create and implement a wellbeing program based on innovative, effective and evidence-based practices
- Coordinate the development of the study skills of students
- Organise and conduct relevant year group assemblies, parent information evenings, on year specific pastoral matters including those related to curriculum and subject selection
- Following review of student academic reports and regular monitoring of academic performance, support students to enhance their learning

3.4 Administration

- Lead and manage a team of pastoral care teachers and organise procedures, daily routines and activities to engage students each morning
- Plan and manage a Year Level budget
- Contribute to College publications
- Plan and organise year group social events in conjunction with student leaders
- Coordinate the overall planning and management of year level events including parent guest speakers

3.5 General

- Create a culture of high personal standards and expectations across the staff and students of their year level
- Facilitate Year Level meetings as appropriate to disseminate information and to foster collegial discussion and growth.
- Assist the Middle Leadership Team and Leadership Team with the development of staff, including staff induction, professional growth and performance management
- Participate in all College-based professional learning activities
- Perform extra-curricular duties
- Other duties as directed by the Principal

3.6 Desirable criteria

The successful candidate will:

- Actively support the Catholic ethos of the College
- Be involved in the full life of the College
- Have a four-year teaching qualification
- Have taught for a minimum of five years
- Have experience in a middle leadership pastoral role
- Display excellent communication and interpersonal skills
- Have a demonstrated capacity to improve student learning
- Possess, or be willing to obtain, Accreditation for Middle Leaders in Catholic Schools

4. TERMS OF APPOINTMENT

4.1 There are **two** positions:

1. A Full-Time, ongoing position commencing July 15, 2024, with a review in the third year. The start date of this position is negotiable.
2. A Full-Time, ongoing position commencing January 1, 2025, with a review in the third year.

Please state which position(s) you are applying for in your cover letter and, if applicable, your earliest start date.

4.2 Salary level: Step 1 – Step 10
Promotional Allowance: Category 2, Level 1

Applications Close: Tuesday, May 7 2024