

Position Description

Title:

Dean of Students

Senior School Campus



This Position Reports to:

Deputy Head of Senior School – Pastoral Care

Department:

Student Services

Date:

September 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

- Possess a vision for the pastoral care of boys and young men in a day and boarding environment.
- Proven ability and experience in providing timely and effective responses to students' pastoral care and behavioural needs.
- Knowledge of and experience in the design, implementation and review of pastoral care programs for boys and young men.
- Proven ability to build and lead a multi-disciplinary team [modelling, coaching, coordinating, training, monitoring and reviewing] and to enable others in effective development of and responses to individual and group needs.
- Extensive knowledge and application in adolescent male development.
- Knowledge of and experience in the integration of leadership principles, emotional intelligence, thinking skills and responsible thinking approaches.
- Demonstrated commitment to nurturing positive relationships and partnerships between student/parent/school/stakeholders.

Qualifications and Experience

Education and Degree:

A Bachelor's degree in Education (preferably a master's level qualification).

Teacher Registration:

Must hold valid teacher registration with the QCT.

Subject Knowledge:

Demonstrated comprehensive knowledge of student protection policy and reporting procedures.

Mental health first aid or similar qualification highly regarded.

Professional Development:

Demonstrated engagement in ongoing professional development that enhances teaching and pastoral skills, keeping up-to-date with curriculum changes, and staying informed about best practices in education. Participation in workshops, conferences, and professional learning communities that contribute to continuous growth as an educator.

Additional requirements:

- Provide a recent criminal history check certificate – must be within 2 months of appointment.
- Hold, or be willing to obtain, 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.

SPECIFIC DUTIES AND RESPONSIBILITIES

The position of Dean of Students (Senior) in The Southport School 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:

The role of a Dean of Students (Senior) is to:

- Support students emotional, social, psychological, physical development and overall wellbeing health through the combined and applied philosophies of emotional intelligence, positive psychology, restorative justice practices and the well-being pillars of 'MENS REMAP'.
- Lead and support the House System – providing support and guidance to Day and Boarding Housemasters in support of student pastoral care and wellbeing.
- Attend Housemasters' meetings, supporting day to day operations and pastoral care leadership.
- Administer and adhere to the School Behaviour Management policies and procedures including:
 - Management of behaviour management and disciplinary processes – restorative justice conferences, meetings of concern, serious concern and show cause.
 - Facilitate restorative practice conferences and meetings.
 - Manage parent and student meetings.
 - Prepare all behaviour management correspondence for parents and students.
 - Ensure detailed student record keeping and meeting notes are stored on our management system, and that all records are maintained and stored confidentially.
- Co-ordinate common operational and pastoral care policies and practices through all Houses.
- Liaise with other members of Pastoral Care and Wellbeing Health Team to ensure best delivery of pastoral care to individual boys and groups of boys.
- Work collaboratively with allied internal and external wellbeing health professionals to support the care and welfare of students and families and as required under the Anglican Schools Student Protection Policy and Procedures.
- Report directly to the Headmaster on all matters relating to Student Protection and reporting.
- Provide mandatory Student Protection training and development or present as required or requested.
- Membership of all student protection related school committees and groups i.e., Senior School Student Protection Committee, eSafety Committee, SPO network.
- Provide support to staff in the application and oversight of the Student Protection in Anglican Schools Policy reporting requirements.

Operational Management

A key responsibility is to provide professional management oversight of the Student Services team and client services.

- Working closely with the student services team, have oversight of absentee student numbers and trends and manage truancy - ensure that daily absentee records are accurate and reviewed.
- Provide support and guidance to the front of house team in relation to service expectations and community support.
- Manage student services team processes such as:
 - Performance appraisal and review processes
 - Leave management.
 - Performance management or counselling
 - Office expectations and general operations oversight
 - Staff recruitment
- Manage budget requirements and expectations – ensure best practice management of budget operations including annual review, formulation, and adherence.
- Support and assist with the facilitation of MENS REMAP and wellbeing health programs and initiatives.
- Oversee the student leadership programs including but not limited to:
 - Chapel services – leading Chapel regularly
 - Year 10 Service week – approve related activities and events.
 - Support Director of Cadets and the Cadet program
 - Coordinate Year Level Assemblies
 - Supporting the Deputy Head of Senior school with student leadership programs such as student leadership applications, voting, appointment, induction, prefect/warden meetings, rostering and management.
- Manage and oversee House events and student event programming.
 - Collaborating with the Deputy Headmaster, Deputy Heads of Senior School, Housemasters and Director of Sport and Activities to ensure that there is a healthy balance between events, academics, leadership, wellbeing health and sport and activities.
- Support the Deputy Heads of Senior School and the School Executive in the adoption or adaptation of school operations as and when required.
- Provide staff or community communications including but not limited to:
 - Presenting at Assemblies or School events i.e., Valedictory, Graduation, Speech Day
 - Commit to an active role in supporting the Dean of Boarding in a social, academic, or marketing role.
 - Presenting at formal school events – House Suppers, Parent events, Presentations (sports and activities), Foundation or OSA events, Boarding events, and/or regional visits.
 - Representing the School as required or requested at GPS or in any representative forum or capacity.
 - Newsletters or staff or parent communications
 - Support School marketing or admissions initiatives – open days, school tours, student interviews.
 - Review all pastoral or student or Student Services related policies for currency and application, applying changes as and when required or requested.
 - Attending sporting events, cultural programs and camps and/or activities as and when required.

Teaching Responsibilities

This position includes a teaching component that requires you to:

- Plan and deliver effective lessons that align with the curriculum.
- Create a supportive and engaging learning environment for students.
- Use a variety of instructional methods and resources to cater to diverse learning styles.
- Assign and grade homework, projects, and assessments.
- Assess and evaluate student performance, providing constructive and timely feedback.
- Identify areas of improvement and develop strategies to address student challenges.
- Encourage critical and creative thinking opportunities and problem-solving skills for students.
- Collaborate with colleagues to develop and align curricula.
- Communicate effectively with students, parents, and caregivers about student progress.
- Maintain accurate student data records of attendance, grades, and behaviour.
- Demonstrate accountability in relation to relevant documentation based on student needs and outcomes.
- Display effective use of data to modify programs and practice.
- Stay updated with current trends, research, and best practices in education.
- Attend professional development workshops and conferences to enhance teaching skills.
- Foster a positive and inclusive classroom environment, promoting respect and teamwork.

Establish and enforce clear expectations:

Be active in setting and communicating clear expectations for student behaviour. Establish classroom rules, routines, and procedures that promote a positive and respectful learning environment.

Teach and reinforce positive behaviour:

Be responsible for explicitly teaching and reinforcing positive behaviour. This involves teaching students social and emotional skills, such as empathy, self-regulation, and conflict resolution.

Incorporate character education promoting positive values, and help students develop the necessary skills to navigate social interactions and contribute positively to the classroom community.

Implement behaviour management strategies:

Deploy effective behaviour management strategies for maintaining a productive learning environment. A range of strategies can be deployed, such as positive reinforcement, individual behaviour plans, and restorative practices, to address and redirect challenging behaviours. Address disruptive behaviours promptly and consistently, to minimise distractions and maximise instructional time. Seek pastoral care support and guidance from the Deans of Students and/or Boarding and Day Housemasters and refer to the relevant Student Behaviour Codes of Conduct and Management protocols.

Foster positive relationships:

Build positive relationships with students crucial for both behaviour and academic outcomes. Develop good relational connections with the students, demonstrating care, empathy, and respect. Establish a supportive and trusting relationship, and create an environment where students feel valued and motivated to engage in their learning.

Collaborate with parents and support staff:

Collaborate with parents and other support staff. This is vital in addressing behaviour issues and promoting academic outcomes. Maintain open lines of communication with parents, sharing both positive achievements and areas for improvement. Work together with parents, and other key staff to develop strategies to support students' behaviour and academic progress. Collaborate with school Counsellors, Housemasters, and other specialists to help provide additional resources and interventions to address behaviour challenges effectively.

Student protection and child safety responsibilities

- Ensure a comprehensive understanding of all relevant policies, procedures, guidelines and reporting protocols at The Southport School.
- Create and maintaining a safe and secure environment where students feel physically and emotionally protected.
- Recognise signs of abuse, neglect, harm, and inappropriate behaviours and conduct of students, staff, volunteers, visitors and other persons engaging with the students.
- Immediately report concerns, suspicions of harm or disclosures to a Student Protection Officer, or the Director of Student Protection, or the Headmaster 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.

GENERAL DUTIES AND RESPONSIBILITIES

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.

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.