# Position Description

## Title: Dean of Students

## 

## This Position Reports to: Deputy Headmaster, Senior School

## Department: Student Services

## Date: November 2023

P**REAMBLE**

As you join the staff 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 implementation of these matters. 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.*

We expect you to support the philosophy and aims.

##### PURPOSE OF THIS DOCUMENT

To provide the team member with a list of the duties of the job, together with the framework against which your performance on the job will be assessed. Whilst this document represents general functions and responsibilities at the time of drafting, all roles school-wide are dynamic in nature, in the main representing a culture of teamwork, discretionary effort and the evolving nature and innovations that occur in all roles.

If you do not possess the skills needed to perform your duties, the Headmaster will be responsible for the provision of further training, supervision, and instruction to ensure your level of performance improves.

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.

##### 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 your School Executive Management may direct you to perform, and which could reasonably be considered relevant to the position.

###### DUTIES PERTAINING TO THE SOUTHPORT SCHOOL

Goals: To ensure all school policies and procedures are complied with by:

* Complying with legal obligations of an education establishment.
* Compliance with the Student Protection Policy and Procedures
* Complying with established industrial relations practices and requirements.
* Delivering a high quality of service.
* Identifying and assessing the needs and expectations of others.
* Encouraging the achievement of individual educational excellence with students.
* Ensuring the high standards expected of students in dress, manner and behaviour are adhered to.
* Ensuring that the well-being of all students in the program 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 a member of the School’s senior management panel.

**STUDENT PROTECTION IN ANGLICAN SCHOOLS**

Anglican schools support the rights of children and young people and are committed to ensure the safety, welfare, and wellbeing of students. Anglican schools are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees.

The Anglican school commitment includes the provision of a safe and supportive living and learning environments for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

In support of this commitment, The Southport School is dedicated to our Child and Youth Risk Management strategy, which includes having relevant policies, procedures, and training in place to effectively address the safety and wellbeing of students in our care.

**CODE OF CONDUCT**

Our commitment: Creating environments for children and young people to thrive – the [Anglican Code of Conduct](https://secure.ermonline.com.au/education/gateway/intranet_gateway.cfm?eu=TU-050D4F84-DECB-FD3B-B23E9EA0C47C810E-050D4F85-C63F-3422-F2C8665ECFA2B1D8) for Anglican Schools and Education and Care Services’ details the expected conduct of staff and volunteers within Anglican Schools and Education and Care services (ECS).  Staff and volunteers are expected to agree to this Code, as part of their employment or volunteering agreement.

**ROLE RESPONSIBILITIES**

**Overview**

The Deans of Students are responsible for the leadership and application of all aspects associated with student pastoral care in the Senior School and Boarding Houses. This role will develop and implement strategies that nurture the growth, development, social and emotional welfare and wellbeing of students in the senior school.

Headmaster

Deputy Headmaster – Head of Senior School

Deputy Head of Senior School – Pastoral Care

**Role criteria and professional characteristics**

* Actively support and model the Christian Ethos and enthusiastically participate as a member of a school community in the GPS tradition.
* 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.
* Ability and experience in building and nurturing student/parent/school partnerships.
* Proven 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.
* Extensive knowledge and application in adolescent male development.
* Experience working in multi-disciplinary teams.
* Knowledge of and experience in the integration of leadership principles, emotional intelligence, thinking skills and responsible thinking approaches.

###### KRA: PASTORAL CARE

Goals: 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.
* Chairing Housemasters’ meetings, supporting day to day operations and pastoral care leadership.
* Administering and adherence to the School Behaviour Management policies and procedures including:
* Management of behaviour management and disciplinary processes – restorative justice conferences, meetings of 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-ordinating 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.

###### KRA: OPERATIONAL MANAGEMENT

Goals: 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:
* Prefects’ planning days
* Chapel services – leading Chapel regularly
* IDEALs week – approve related activities and events.
* Support Director of Cadets and the Cadet program
* Year 11 Conferences
* Man-up program.
* Wellbeing Health programs
* Manage student leadership programs such as student leadership applications, voting, appointment, induction, year level meetings, 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 and Director of Wellbeing Health 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
* If residing on campus, support and actively participate in residential and boarding community activities.
* Commit to an active role in supporting the Dean of Boarding in a social, academic, or marketing role if residing on campus.
* 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.

###### KRA: PROFESSIONAL DEVELOPMENT

Goals: To ensure that applied practices in the Student Services team remain current, reflect best practice, and reflect the needs of the student and their wellbeing, growth, and development.

* Remain current and abreast of best practice standards and pastoral care initiatives that enhance innovation and improve individual and team knowledge and skill.
* Provide recurrent training and support for Housemasters and staff working in and around the Student Services environment as and when required.
* Identify and implement training initiatives or programs that support student wellbeing health and the pastoral ethos of the School.
* Assisting with the identification and support of professional learning and development opportunities for Housemasters i.e., Mental health first aid, Man-up, Restorative practice, etc.

###### KRA: TEACHING

Goals: To ensure that practices remain current and connected to the academic learning and teaching models specific to boys education.

* This role will have a teaching load – it is envisaged that this role will be required to two teach two classes (two lines) per week.
* Remain current in teaching area (QCAA standards and expectations)
* Ensure reporting and all normal administrative teaching expectations are met.

**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.
* 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.

**SKILLS AND EXPERIENCE:**

* Current full registration as a teacher in Queensland and relevant qualifications to meet the requirements of the position.
* Capacity to lead and manage reform, change and developmental activities at a whole school level.
* Demonstrated capacity to develop and manage interpersonal relationships and establish productive partnerships.
* Capacity for being accountable for the outcomes-based performance of the area of responsibility.
* Strong time management and prioritisation skills – the ability to multi-task, meet deadlines, and work within agreed timeframes.
* Professional and appropriate written and verbal communication skills.
* Demonstrated problem-solving abilities, and the ability to adapt to meet the operational needs of the department as and when required.
* The ability to manage, work within and for several teams, and in support of staff members – to work independently and efficiently.