

Position Description

Title: Dean of Students – Preparatory School



This Position Reports to: Deputy Head of Preparatory School – Pastoral Care

Department: Preparatory School

Date: November 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

- Demonstrated capacity to lead, inspire and motivate boys and staff.
- Demonstrated understanding and experience in pastoral programs and student management practices including experience in curriculum design that incorporates pastoral care through personal development programs.
- Demonstrated understanding of house and pastoral systems and activities that contribute to the holistic development of boys.
- Demonstrated commitment to nurturing positive relationships between students, teachers and stakeholders.
- Demonstrated excellent communication skills and interpersonal skills necessary to work with all members of the school community.

Qualifications and Experience

- Degree:
A Bachelors degree in Education.
- Teacher Registration:
Must hold valid teacher registration with the QCT
- Experience:
Demonstrated engagement and experience in the house and/or pastoral system.

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.

SPECIFIC DUTIES AND RESPONSIBILITIES

The Dean of Students in The Southport School, holds a crucial role in ensuring the smooth operation of the Preparatory school. 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:

The Dean role is a member Middle Leadership Team and therefore attendance at these meetings is required. The role of a Dean will:

Enable the efficient operation of the Primary School on a day-to-day basis:

- Co-ordinate in consultation with the Pastoral team, new student (and family) induction, care and engagement.
- Assist with student transition processes.
- Contribute to maintaining effective communication avenues both internally and externally.
- Be aware of all Risk and Compliance Policies and practices to ensure a safe campus for all.
- Liaise with the School's Pastoral Team, the Preparatory Executive Team and the School's Marketing office to ensure the co-ordination of school events and community happenings.
- Liaise with Deputy Head of Preparatory – Pastoral and Heads of House regarding weekly assemblies.
- Support the Heads of House Masters with House Events – communication, bookings, catering.
- Confer with parents on matters of student behaviour where necessary and appropriate, liaising with the DHOP, Heads of House and class and specialist teaching staff.
- Undertake teaching requirements as outlined by the Head of Preparatory School - successfully teach 0.5 of a FTE.

Promote positive student interactions as a collaborative member of the Primary School leadership team by:

- Enacting the schools' Child Protection and Duty of Care policies and procedures.
- Contributing to the successful implementation of a whole school approach to wellbeing and positive student interaction with tiers of support which meet the diverse needs of students, families and staff.
- Promoting the school's value and ethos within the school and wider community.
- Promoting wellbeing and positive support strategies that are evidence-informed, promote resilience and align with the Schools' values, policies and procedures.
- Critically analyse and evaluate School data to inform decision making that effectively promotes student wellbeing and positive interactions.

Oversee the ongoing implementation of a home/school partnership strategy which:

- Recognises the important role of the family in a student's life.
- Proactively builds collaborative relationships between home and school creating a shared understanding of how to promote student safety and wellbeing.

As a member of the Preparatory School Middle Leadership Team:

- Represent the School as appropriate at School and community events.
- Seek and develop opportunities for positive collaboration with other schools.
- Participate fully in meetings and professional development.
- Take a leading role in setting a positive tone amongst students, staff and parents.
- Participate in the co-curricular life of the Preparatory School
- Attend School Chapel services and respect and uphold the School's Anglican values and ethos, while also respecting people of all backgrounds and faith within the School community

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.
- 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 a 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.