**Mary MacKillop**

**Catholic Regional College**

**Position Description**

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| **Position Title** | Wellbeing Team Leader Years 7 to 9 |
| **Reporting Relationships** | Deputy Principal Wellbeing – Students and Staff |
| **Leadership Strand** | Student Wellbeing and Operations |
| **Classification Level**  | POL 4 |
| **Time Allowance** | 21 x 50-minute periods over a two-week cycleThis role is supported by (IF APPLICABLE) |
| **Tenure** | Three years (2026 to 2028) |

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| **Role Summary** |
| The **Wellbeing Team Leader Years 7 to 9** is a member of the College Planning & Policy Team and as such, assists and supports the Principal in strategic, tactical and operational aspects of school leadership. Each team member fulfils a role in promoting and celebrating the College’s identity as a Catholic school in the Josephite tradition and shares the responsibility of inspiring and leading staff and students in their commitment to the core values of the College The **Wellbeing Team Leader Years 7 to 9** is a College-wide role and will be expected to develop a team approach to all learning and wellbeing tasks. They support the Wellbeing Team in facilitating the effective social, emotional, spiritual and academic growth of students at Mary MacKillop catholic Regional College. Through the collaboration with the Year Level Leaders, they facilitate effective learning by creating opportunities for students to be creative, connected and engaged learners, exhibiting gratitude, empathy and mindfulness.The **Wellbeing Team Leader Years 7 to 9** is expected to support the vision and goals of the College as a learning community and to be involved in professional development and ongoing learning.  |

**Leadership Characteristics and Actions**

Leaders at Mary MacKillop Catholic Regional College, as stewards of our school, will enact their leadership by:

* Ensuring that all aspects of College life are permeated by the spirit of the Gospel and the charism of St Mary of the Cross MacKillop
* Working with the College Leadership Team to actively and publicly promote the Catholic and Josephite ethos of the College
* Actively and publicly supporting both the Diocese of Sale Catholic Education and the College’s Vision and Mission Statements, and by implementing the Strategic Plans and Annual Action Plans within their area of responsibility
* Committing to their own personal, spiritual, and professional growth that inspires staff, students, and the community.
* Enabling and engaging in the formation of self and others.
* Being student outcome centred, enabling the growth and progress of our students.
* Fostering a collaborative environment, valuing teamwork, open dialogue, and integrity.
* Embracing and enabling a diverse, inclusive, and supportive community.
* Acting as steward of the College, facilitating responsible and sustainable resourcing.
* Develop a culture of improvement in learning and teaching by placing learning at the centre of strategic, tactical, and operational planning.
* Making and communicating decisions informed and supported by available evidence and analysis by
	+ Gathering information, analysing data and making decisions.
	+ Developing strategies, sourcing resources and implementing actions for improvement.
	+ Consolidating improvement, changing established practices or changing the decision-making process where necessary.
* Demonstrating and sharing the importance of emotional intelligence and empathy in building trust and a positive learning community across the college.
* Supporting individuals to deal constructively with change, and monitoring and evaluating the effectiveness of change.
* Contributing to the development, implementation, and review of College policies and procedures
* Representing the College at external forums as relevant to the position.

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| **STATEMENT OF DUTIES** |
| **Responsibilities** |  |
| **College Leadership** | * Work with the Principal to provide leadership in promoting the mission of the Catholic school in the Josephite Tradition.
* Work as part of the College Leadership Team to develop a clear vision for the future of the College.
* Provide strong leadership in developing, implementing and reviewing the College’s Strategic Plan, Annual Action Plan and Master Plan
* Actively participate in College reviews
* Work with all members of College Leadership to foster, contribute to and role model a culture of high expectations,
* collaborative planning and commitment to continuous improvement
* Support individuals to deal constructively with change and monitor and evaluate the effectiveness of change
* Develop authentic relationships with staff, students and parents promoting collegiality and open dialogue
* Share with the Principal in being a presence in the school and wider community
* Work collaboratively with other members of the Leadership Team in the overall leadership of the College
* Share in monitoring the safety of the learning and working environments and ensure that practices are consistent with school policy and statutory requirements (e.g. employment procedures, child safe standards policy and procedures, occupational health and safety requirements, equal employment opportunity, sexual harassment and bullying policies)
* Monitor and respond to the wellbeing needs of staff in conjunction with the Principal and other members of the Leadership Team
* Work with staff to ensure that parents are seen as an important partnership during a student’s secondary years at the College
* Undertake any other duties as requested by the Principal
* Actively support successful College events.
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| **Leading Wellbeing & Learning and Teaching**  | * Co-lead with the Deputy Principal Wellbeing – Students and Staff, the Wellbeing Team Leader Years 10 to 12, and collaborate with the Wellbeing Team the pastoral care, wellbeing and discipline of all students in accordance with the College ethos and policies.
* Oversee students who are in Out Of Home Care for Year 7 to 9.
* Notification to DOSCEL, DET and other relevant authorities regarding the students with long term absences from the College.
* Oversee in collaboration with the Deputy Principal Wellbeing – Students and Staff the reintegration of students who have prolonged periods of absence from classes.
* Oversee student case management arrangements, breaches of student management guidelines and reintegration, restorative and disciplinary action taken at the College.
* Co-lead with the Deputy Principal Wellbeing – Students and Staff, the Wellbeing Team Leader Years 10 to 12 the implementation of the Whole School Approach to Positive Behaviour Program and The Resilience Project.
* Support the Live4Life Program
* Lead and reintegration and restorative meetings
* Support students in need of high-level and/or learning progression intervention following case management protocols
* Initiate strategies and lead colleagues to implement effective classroom management, create positive learning environments and promote student responsibility for learning.
* Lead the organisation of the Year 7, 8 and 9 Camps with the respective Wellbeing Leaders and as required the Transition Coordinator and Director of Catholic Identity and Mission.
* Contribute to the determination and presentation of student awards in co-operation with the relevant members of the College
* In collaboration and partnership with the Deputy Principal Wellbeing – Students and Staff, the Wellbeing Team Leader Years 10 to 12, and Director of Learning, Pedagogy and Innovation oversee and support the academic and attendance performance of the students.
* Work collaboratively with Learning Adjustment, Careers and other supports in meeting the educational needs of students.
* Actively support and promote the College’s co-curricular program.
* Work collaboratively with the Learning Performance Leader 7 to 9 and Learning Performance Leader 10 to 12 to track student engagement and learning data.
* Demonstrate a commitment to ongoing professional learning.
* Support the Deputy Principal Culture, Excellence and Growth in building the capacity of emerging leaders by participating in Growth Coaching.
* Assist in creating professional learning programs that build capacity to effectively implement wellbeing policies and procedures.
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| **Leading Improvement, Innovation and Change**  | * Work collaboratively with the Deputy Principal Wellbeing Students and Staff in the development and implementation of student wellbeing programs.
* Work collaboratively with the Deputy Principal Wellbeing Students and Staff to evaluate the effectiveness of student wellbeing policies ensuring the safe, responsible and ethical use of ICT, safe working practices, curriculum and legislative requirements and assist colleagues to update their practices
* Ensure staff understand the College policies and promote coordinated pastoral and management practices throughout the College.
* Liaise with the Year Level Leaders individually and collectively about all matters pertaining to the College’s Student Management Guidelines and wellbeing initiatives.
* Work collaboratively with the Wellbeing Team Leader Years 10 to 12 under the leadership of the Deputy Principal Wellbeing Students and Staff to review student attendance.
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| **Leading Management and Student Leadership** | * In collaboration with the College Student Health Officers, communicate student medical information and manage medical care plans.
* Support the Wellbeing Team Leader 10 to 12 and their team to coordinate the Year 10 Social, Year 11 Term 0 Formal, Year 12 Valedictory Dinner, final Year 12 Assembly and celebration Day, and design and order Year 12 Memorabilia clothing.
* Support the Deputy Principal Wellbeing – Students and Staff, Director of Catholic Identity and Mission and Student Leadership/Social Justice Animator in organising Student Leadership selection
* Support the Deputy Principal Wellbeing – Students and Staff, Director of Catholic Identity and Mission and Student Leadership/Social Justice Animator in operation of the student leadership teams
* Oversee maintenance of accurate records of all pastoral contact between the College, Students and Parents using SIMON
* Oversee roll marking procedures.
* Assist with College Review processes.
* Liaise co-operatively with staff in the administration and smooth operations of students and activities. .
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| **Engaging and working with the community**  | * Assist Year Level Leaders in the development of liturgies and celebrations in collaboration with the Director of Catholic Identity and Mission and the Religious Education and faith Development Leader.
* Support the Transition Leader and Tear 7 Wellbeing Leader) in implementing Transition Programs.
* Support the organisation and operation of Parent Information Evenings.
* Be an active presence at college evening events.
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| **Other** | * Regular communication with the community in College publications on matters relating to this role
* Conduct Annual Review Meetings of selected relevant staff
* Perform other duties as may be required by the Principal.
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| **Team Membership(s)** | * Planning and Policy (Member)
* Wellbeing Team (Co-Deputy Chair)
* Child Safety Team (Member)
* Student Referral/NCCD Team (Member)
* Student Pathways Team (as required)
* Operations Team (as required)
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| **Collaborates with** | * Members of the College Leadership Team
* Members of the Planning & Policy Team
* Other Positions of Leadership appointees
* Staff, students, and parents/guardians
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| **Catholic Identity** | * Demonstrate a capacity to model the witness of the Catholic and Josephine Ethos of the College.
* To promote the Catholic Identity of the College
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| **Commitment to child safety** | * A commitment to the College’s Child Safety Policy, upholding the College’s statement of commitment to child safety at all times
* A demonstrated understanding of child safety
* Experience working with children
* A demonstrated understanding of appropriate behaviours when engaging with children
* Familiarity with legal obligations relating to child safety (e.g., mandatory reporting)
* Proactively monitor and support student wellbeing.
* Exercise pastoral care in a manner that reflects school values
* Implement strategies that promote a healthy and positive learning environment.
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| **Professional learning** | * Explore professional learning opportunities for self and others to develop knowledge and understand the area you lead.
* Be open to researching areas of interest relevant to directions provided in the school’s strategic plan.
* Continue development of ICT skills as technologies evolve.
* Participate in the staff appraisal process.
* Be an active member of a relevant professional association as duties permit.
* Support collegial learning by acting as a mentor or supervising and supporting a pre-service teacher.
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| **Co-curricular involvement** | * Support and be involved in the co-curricular program.
* Proactively encourage students to participate in co-curricular activities.
* Act as a role model for participating students.
* Keep accurate records of student attendance and participation within the co-curricular activity as appropriate.
* Create and maintain a safe environment in which students may enjoy their participation.
* Oversee the provision and care of relevant equipment, materials, and first aid requirements.
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| **Administrative duties** | * Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
* Maintain currency of first aid, mandatory reporting, and anaphylaxis training.
* Demonstrate duty of care to students concerning their physical and mental wellbeing.
* Attend reasonable school meetings and after-school services/assemblies, sporting events, mass, community and faith days, as well as professional learning opportunities.
* Participate in duty supervision as rostered and other supervision duties when required.
* Demonstrate professional and collegiate relationships with colleagues.
* Uphold the professional standards expected of a teacher
* Other duties as reasonably directed by the Principal
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| **Legal Compliance and Policy Development**  | * To see that all College policies are compliant with the law and meet government statutory authority expectations.
* To be aware of and adhere to legislation and College policy relevant to the duties undertaken, including but not limited to: Child Safety; Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Privacy; Staff/Student Relationships; Conflict of interest, etc; and
* To ensure that, regularly, all policies you are responsible for are reviewed and ratified by the appropriate group(s).
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| **SELECTION CRITERIA** |
| **Education and experience** | Essential:* Teaching qualification
* Current Victorian Institute of Teaching (VIT) registration
* Accreditation to teach in a Catholic School (or be working towards such accreditation)

Desirable* Accreditation to teach Religious Education
* Appropriate qualifications and experience to lead in this area
* Relevant postgraduate studies (or working towards such qualifications)
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| **Key Selection Criteria** | 1. Commitment to Catholic Mission and Vision by witnessing the ethos and mission of a Catholic school in the Josephite tradition.
2. Understanding of and commitment to the vision, mission, and strategic directions of the College
3. Ensures that all leadership work is centred on improving student outcomes and opportunities, prioritising their growth, engagement, and overall success.
4. Provides progressive leadership that fosters a culture of professional growth and drives continuous improvement and innovation.
5. Model exemplary contemporary pedagogical practices that engage and extend student learning, promoting high expectations and academic excellence.
6. Demonstrates knowledge of wellbeing practices.
7. Monitors and assesses data at various levels to inform strategic planning and instructional practices, ensuring evidence-based decision making.
8. Demonstrates outstanding communication and interpersonal skills, nurturing effective and productive relationships and partnerships within the College community.
9. A proven capacity for self-reflection demonstrated by a commitment to professional growth, innovation, and a culture of ongoing improvement
10. Demonstrates effective time management, organisational, and strategic planning skills, addressing issues promptly.
11. Ability to work collaboratively and be supportive of the Principal, the Leadership Team, and colleagues.
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| **Applicants are required to submit the following:**  | 1. An introductory letter briefly outlining their suitability and interest in the position 2. A detailed curriculum vitae, including contact details for referees, one of whom must be from the applicant’s current setting  |
| Through mutual agreement, some variation in the specified responsibilities may take place during the term of appointment as part of the College's ongoing evaluation of its operations. |