



ST GREGORY'S COLLEGE IS AN INDEPENDENT K-12  
(K-6 CO-ED AND 7-12 ALL BOYS) DAY AND BOARDING SCHOOL CONDUCTED BY THE  
MARIST BROTHERS

**APPLICATIONS  
ARE INVITED FOR THE  
FOLLOWING POSITION:**

## **DIRECTOR OF STUDENTS (7 -12)**

St Gregory's College, Campbelltown was established in 1926 and continues to provide excellent quality Catholic education in the Marist tradition to over 1200 day and boarding students across an expanding K-12 College.

### **About the Role**

We are currently seeking a dynamic and energetic individual to join the College as a permanent full time Director of Students.

The Director of Students is a member of the College Leadership Team and directly responsible to the College Principal (K-12) for providing strategic and operational leadership and direction to all aspects of student life in the senior school. The successful applicant will have the overall responsibility for the effective management and wellbeing of students across the school day and when students are participating in College-based activities outside of regular hours, including on weeknights and weekends. Close collaboration with the Director of Boarding and the Heads of Junior and Senior Boarding is essential.

Full-time permanent position

Commencement date: January 2020

\*\*\*Applicants are required to provide mobile numbers for all referees\*\*\*

**Closing Date for applications: 20 September 2019 (5.00pm)**

For further information about the position, please refer to the employment section on the College Website. Enquiries may be directed to the College Principal on 02 4629 4125 including the details of the remuneration package.

### **Essential Criteria**

- Demonstrate how you meet the Competencies in the Position Description
- Be an exceptional educator with a demonstrated passion and commitment to boys' education
- A proven record of implementing highly effective programs, policies and practices that support the wellbeing and holistic development of young people.

## **How to Apply**

Applications should be addressed to the College Principal, Mr Lee MacMaster.

Applications need to be sent to [employment@stgregs.nsw.edu.au](mailto:employment@stgregs.nsw.edu.au) with the following

- Curriculum Vitae
- Cover letter which addresses the essential the Essential Criteria
- A completed application form which is located on the College website [www.stgregs.nsw.edu.au](http://www.stgregs.nsw.edu.au)

Successful applications must comply with the NSW Child Protection Legislation.

St Gregory's College is an Equal Opportunity Employer



St Gregory's College Campbelltown  
Position Description

## Director of Students (7-12)

### 1. PURPOSE

As a Catholic school in the Marist tradition we work in the privileged ministry of education, in the spirit of our founder St Marcellin Champagnat and under the protection and guidance of Mary, the Mother of Jesus. As such, leaders in a Catholic school must be people of faith and love. This faith and love are searching and growing qualities lived within the context of a commitment to the Catholic Church of which the Catholic school is an integral entity.

The Director of Students is a member of the College Leadership Team and directly responsible to the College Principal (K-12) for providing strategic and operational leadership and direction to all aspects of student life in the senior school. The successful applicant will have the overall responsibility for the effective management and wellbeing of students across the school day and when students are participating in College-based activities outside of regular hours, including on weeknights and weekends. Close collaboration with the Director of Boarding and the Heads of Junior and Senior Boarding is essential.

The Director of Students will lead the team of Years Coordinators, Sport Coordinator, College Counsellors and Homeroom Teachers to ensure a strong and explicit focus on proactive and positive approaches to student management and wellbeing. Central to the role is the expectation that all students are both challenged and supported to give of their best within a culture of high standards and expectations.

The Director of Students will be an exceptional educator with a demonstrated passion and commitment to boys' education and with a proven record of implementing highly effective programs, policies and practices that support the wellbeing and holistic development of young people. For students at St Gregory's College, this requires the challenge and commitment to faithfully witness the College motto of *Quae Seminarveris Metes*.

The Director of Students will promote, support, develop and uphold the vision of the Catholic tradition in every aspect of College life, especially the particular Marist ethos and values. They are also accountable for the key areas of responsibility in this position description, including those detailed in the Position Description for the Teacher at St Gregory's College.

### 2. COMPETENCIES

The Director of Students will demonstrate the following key competencies:

- Spiritual and cultural leadership with staff, students and parents.
- Strategic analysis and thought leadership.
- Reflective practice and a strong drive and focus on continuous improvement.
- Innovative and evidence-based approaches to the leadership of their area of responsibility.
- Solidarity, confidentiality and public support and loyalty to the College Principal (K-12).
- Staff leadership through the development of individual and team capacity and capabilities.
- Strong interpersonal skills and a demonstrated commitment to working collaboratively.
- Excellent verbal and written communication skills.
- Breadth and depth of relevant and significant educational leadership experiences.
- Appropriate post graduate qualifications or willingness to commit to completing further studies.

- Availability to and engagement with the members of the College community.
- Compliance with all internal and external accountability processes, including the NSW Education Standards Authority, Marist Schools Australia and other regulatory bodies.

Assessment of these competencies will include:

- Commitment to Catholic education in the Marist tradition and a willingness to contribute fully to all aspects of the life of the College.
- Proven experience and capacity to develop and prioritise annual improvement plans to deliver the strategic intent objectives in the College's *Future Directions* Plan.
- Demonstrated capacity to critique, interrogate and evaluate current approaches and practices leading to improved educational outcomes for students, especially their wellbeing.
- Design and delivery of evidence-based positive education and wellbeing programs, through the College's Homeroom system and the pastoral care structures and programs.
- Proven ability to work collaboratively and forthrightly with leadership peers and others towards common goals and strategies and displaying solidarity and loyalty to the Leadership Team.
- Building staff capacity to engage with students in a proactive manner to support improvements in student management and wellbeing.
- Proven track record of excellent interpersonal and conflict resolution skills which support and foster the values and traditions of the College.
- Demonstrated excellent verbal and written communication skills with a range of stakeholders.
- A range of previous educational leadership experiences across different areas, particularly those aligned with student management and wellbeing.
- A strong and demonstrated commitment to ongoing professional learning, including recent post graduate studies in educational leadership or another area related to student management and wellbeing.
- Flexibility to work within a school environment, including responding to additional needs, including out-of-hours events and meetings.
- Demonstrated comprehensive understanding and currency with regulatory and compliance issues.

### **3. TENURE**

The initial contract is for a period of three years which may be renewed for a maximum period of a further three years upon the successful completion of performance reviews.

### **4. PERFORMANCE REVIEW**

Performance reviews will include annual accountability measures based upon the achievement of agreed goals aligned with the College *Future Directions* Plan, the College *Leadership Framework* and identified annual priority areas. A substantive review will also be conducted within twelve months of the conclusion of the initial period of appointment and any subsequent appointment. The process for the performance review will be in accordance with College processes, determined by the College Principal (K-12).

### **5. TIME ALLOCATION**

An appropriate time release allocation will be determined by the College Principal (K-12).

### **6. SALARY**

In accordance with the NSW Catholic Independent Schools (Teachers - Model B) Multi Enterprise Agreement - Assistant Principals (Secondary).

## **7. SPECIAL REQUIREMENTS**

The nature of the position and the College's operational requirements may require the incumbent to be available outside normal working hours to fully participate in the life of the College, or to accompany or represent the Principal as required, including on weeknights and on weekends.

## **APPENDIX - RESPONSIBILITIES AND ACCOUNTABILITIES**

### **1. SPIRITUAL AND CULTURAL LEADERSHIP**

All members of the College Leadership Team play a significant role in maintaining and enhancing the College's unique Catholic culture in the Marist tradition. This leadership includes:

- 1.1 Developing, promoting and protecting the College's vision, ethos and tradition in every aspect of College life.
- 1.2 Actively contributing to the faith development and faith formation and spiritual life of individuals and groups within the College community.
- 1.3 Liaising regularly with the Director of Mission regarding student participation and engagement with the pastoral and outreach programs, retreats, reflection days, prayer, liturgy and social justice endeavours.
- 1.4 Creating a climate of care and hospitality with all branches of the College family.
- 1.5 Modelling the Gospel values of justice, reconciliation and hope in the work setting.
- 1.6 Encouraging the development of a social conscience which looks particularly to protecting the weak and marginalised in the community.

### **2. STRATEGIC ANALYSIS AND THOUGHT LEADERSHIP**

- 2.1 Analyse and implement the vision, mission and strategic intent and objectives of the College as a faith-based learning community, as articulated through the *Future Directions* plan.
- 2.2 Enable the College to respond quickly and decisively to changes in the educational and regulatory environment.
- 2.3 Contribute and participate in the processes of determining the annual improvement focus areas for the College and the annual improvement goals for student management and wellbeing.
- 2.4 Provide informed advice to the College Principal (K-12) and members of the Leadership Team about emerging trends and practices in respect to the delegated area of responsibility.

### **3. STAFF AND TEAM LEADERSHIP**

- 3.1 Provide public support, loyalty and solidarity with the College Principal (K-12) and members of the Leadership Team.
- 3.2 Raise student management and wellbeing issues as appropriate through the College Principal (K-12), Deputy Principal and other members of the Leadership Team.
- 3.3 Facilitate the effective and efficient flow of communication between the Leadership Team and members of staff, in particular the Year Coordinators, Homeroom Teachers and College Counsellors.
- 3.4 Meet regularly with direct reports to provide regular informal and formal feedback on the ongoing performance of their role and contribute to the performance reviews of staff accountable to this role.
- 3.5 Develop the capacity and capabilities of middle leaders to be proactive and strong advocates for student management and wellbeing.
- 3.6 Ensure the Homeroom Teachers are supported to engage students in a consistent and aligned approach to student management and wellbeing through the homeroom system.
- 3.7 Participate in appointment processes for staff to the positions of Year Coordinator and other roles related to student management and wellbeing or as otherwise required.
- 3.8 Chair the meetings of the Year Coordinators, Sport Coordinator and Counsellors with a focus on professional learning opportunities, especially in core areas of child protection, physical and mental health and wellbeing.

#### **4. STUDENT MANAGEMENT**

- 4.1 Coordinate the development, implementation and evaluation of the College's student management policies and procedures to ensure that there is a focus on positive behaviour, conduct and behaviour recognition that provides for respect of the dignity and worth of each individual.
- 4.2 Work closely with the Year Coordinators and Director of Boarding to constantly review the appropriateness and effectiveness of the College's student management policies and procedures.
- 4.3 Ensure all staff, parents and students are familiar with the College's Student Code of Conduct and that this code is consistently applied.
- 4.4 Liaise closely with the College Principal (K-12) and College Deputy Principal regarding more serious student management issues that may require suspensions or exclusion.
- 4.5 Monitor patterns of student lateness, absence and other concerning areas and initiate interventions in response to these identified areas.
- 4.6 Collaborate with teachers and middle leaders to foster a climate for learning within classrooms.
- 4.7 Develop behaviour management structures around restorative principles, supporting students to take responsibility for the actions in order to reach their potential.
- 4.8 Ensure effective processes and procedures for record keeping and tracking of student management and wellbeing issues.

#### **5. STUDENT WELLBEING**

- 5.1 Lead the development and effective implementation of the College's wellbeing programs in the Senior School and ensure a synergy and alignment with the approaches used in the Junior School.
- 5.2 Evaluate the appropriateness and effectiveness of the College's current approaches to student wellbeing and implement alternative structures and processes that would improve the impact of the current programs on student wellbeing.
- 5.3 Ensure that contemporary evidence-based approaches to wellbeing are incorporated into the wellbeing programs for each year group.
- 5.4 Support staff in the implementation of meaningful resources for the student wellbeing program.
- 5.5 Oversee the development of whole-school and whole-cohort mental health and wellbeing initiatives.
- 5.6 Collaborate with the College Counsellors, other stakeholders and external agencies to develop Mental Health Care Plans for students.
- 5.7 Build the capacity of all members of staff in areas of student wellbeing, with a particular focus on academic care and mental health and wellbeing.
- 5.8 Investigate approaches to student management and wellbeing used in other schools that are known to have significant impact on improving the health and wellbeing of students.

#### **6. OTHER DUTIES**

- 6.1 Establish effective lines of communication across the College community with respect to student management and wellbeing issues.
- 6.2 Respond to external communication regarding the conduct of students outside of the College.
- 6.3 Provide opportunities for parents and student input into the College's approach and direction with student management and wellbeing.
- 6.4 Attend meetings of student year groups to reinforce standards and expectations and to provide information and direction on student management and wellbeing issues.
- 6.5 Be active in the role of Child Safeguarding Officer, including maintaining current knowledge of legislative requirements and participating in regular training.
- 6.6 Ensure currency with all of the requirements of child protection legislation and the National Catholic Safeguarding Standards.
- 6.7 Attend parent forums to provide information about student management and wellbeing issues.
- 6.8 Contribute to the College Newsletter through articles and information relating to student management and wellbeing.
- 6.9 Work closely with the Director Mission in regards to the development and implementation of student leadership training programs and reviews of the College's model and approach to student leadership.

- 6.10 Oversee the effective implementation of the Sentral modules and intranet areas relevant to student management and wellbeing.
- 6.11 In collaboration with the College Registrar and other relevant staff, plan and implement Information Evenings, Orientation Days and other events which have a focus on students.
- 6.12 Contribute to the College's budget preparation and oversee the expenditure of monies related to the specific area of responsibility.
- 6.13 Participate in co-curricular activities, as agreed with the Principal.
- 6.14 Teaching duties within your subject discipline/s.
- 6.15 Any other duties as requested by the Principal.