



# ROLE DESCRIPTION

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## 1. POSITION TITLE: PASTORAL AREA LEADER

Classification – Middle Leadership Position  
Tier 2C

## 2 PURPOSE / SCOPE OF POSITION – KEY RESULT AREAS

The Pastoral Area Leader's fundamental responsibilities are to ensure that:

The pastoral, discipline and general care of students in their school is lead and implemented effectively in accordance with the College's Mission Statement and Strategic Plan. Working with the relevant Head of School, the Pastoral Area Leader will help development and implement pastoral care throughout the relevant year level, and support and advance the Gospel message of Jesus and the mission of the College. The Pastoral Area Leader encourages students in their learning, personal growth and daily activities, and ensures that the Augustinian vision of community and friendship is nurtured and strengthened within and across the year level.

The role holder works collaboratively and in partnership with others, both within and without the College, in the execution and completion of duties and responsibilities

### Faith Leadership

- Aligns personal development education and camp program with the Augustinian Gateway Values –Interiority, Search for Truth, and Community
- Leads and models the use of Restorative Practices in the resolution of conflict with staff, students and parents.
- The role holder demonstrates commitment to the philosophy, ethos and aims of the College, giving due recognition to aspects of confidentiality relevant to the role and duties undertaken.

### Knowledge and Skills

- Demonstrates success as a classroom teacher.
- Sustains a high level of personal professional knowledge in pastoral care.
- Maintains an oversight of, responsibility for, the overall co-ordination and leadership of the student welfare delivery within a year level, in collaboration with the Head of School.
- Organises and facilitates the processes relating to effective pastoral care within a year level.
- Commits to personal professional learning and continuous improvement.

### Collaborative Partnerships and Practices

- Collaborate with Head of School on policies and issues relating to the operation of the procedures, including management, staff development and student welfare amongst other operational matters.
- Is able to develop, grow and lead year level teachers, including the induction of new staff.
- Participates in partnerships with colleagues to develop a reflective culture to improve pastoral care.



- Collaborates with Vice Principal - Ministry, Mission & Evangelization to infuse a Christian Augustinian dimension to personal development education and camp programs
- Applies contemporary pastoral care research to classroom practice through professional development of teachers within a year level.
- Works both independently and collaboratively with others in fulfilling the duties and responsibilities of the position.

#### **Effectiveness and Efficiency**

- Develops annual goals and objectives aligned with the College's Strategic Plan.
- Co-ordinates appropriate processes pertinent to the role relating to Restorative Practices
- Contributes to the professional development of staff.
- Demonstrates discretion when dealing with staff, students and parents in matters of sensitivity.

### **3 STATEMENT OF RESPONSIBILITY**

The Pastoral Area Leader, in consultation and partnership with relevant Head of School, is responsible for development and implementation of pastoral care for all students within the relevant year level. The role holder collaborates with all staff - teaching and support staff – to enhance teaching and learning within this area of responsibility. The position relies on the development of strong, collegial relationships with all staff, especially those teachers assigned to pastoral groups, in order to support and enhance student learning.

### **4 ACTIVITIES UNDERTAKEN AND / OR DUTIES TO BE COMPLETED**

#### **Students**

The Pastoral Area Leader will assist the Head of School to:

- Have a personal knowledge of each boy in the Year Level and liaise with parents, pastoral teacher and staff concerning the progress of students - academically, spiritually, emotionally etc.
- Provide personal leadership and pastoral care for the students.
- Participate in the life of the students inside and outside scheduled classes.
- Provide leadership for the personal, religious, academic, social and physical development of the students.
- Encourage all Year Level members to participate in the College's Co-Curricular program and monitor involvement.
- With the assistance of staff deal with day to day pastoral care and discipline matters in the School.
- Assist new students especially in their orientation to the College.
- Be the focal point of contact and management of matters of concern in the pastoral care and/or discipline of students in the Year Level.
- Organise and coordinate pastoral care activities such as camps, excursions, form meetings, assemblies, semi-formals, formals and staff-senior banquets.
- Meet regularly with the Head of School to monitor implementation of policy and ensure consistency across Year Levels.



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### **Spirit and Leadership Development**

The Year Level system is intended to create opportunities for students to have a sense of connectedness with their fellow students and teachers and the wider school environment. To achieve this goal, the Pastoral Area Leader will, as part of the Pastoral Care Team in their school, and in conjunction with the Head of School:

- Contribute to the development of College-wide programs of student leadership and personal development.
- Take a lead role in implementing these programs within the Year Level and School.
- Foster a sense of Year Level identity and subsequent Year Level spirit within the context of the College's identity and spirit.
- Create an environment where students feel they belong and are able to contribute to the College and develop friendships with each other.
- Be responsible for overall planning and coordinating of Year Level activities.
- Organise and lead regular:

### **Form meetings and Personal Development (PD) lessons**

- Meetings of the teachers of the Year Level
- Meetings with Year Level student leaders.
- Year Level retreats
- Form and support the leadership of all the student leaders through promotion of the Augustinian 'Gateway' values
- Meet regularly with the Year Level student leaders to plan Year Level activities and coordinate their role in Year Level meetings and activities.

### **Staff**

Teachers share with the Pastoral Area Leader the fundamental role of pastoral care and discipline of students in the Year Level. The Pastoral Area Leader in cooperation with the Head of School will:

- Lead and work with staff to develop their pastoral care approach and develop their skills in the implementation of Restorative Practices.
- The Pastoral Area Leader will guide and support them in working with individual students.

### **Parents**

The Pastoral Area Leader will assist the Head of School to:

- Be an encouraging influence on parents.
- Provide the information parents need to support and encourage the student. E.g. Term Updates, which list the important dates for the term.
- Organise and support those meetings and functions at which the College informs parents.

### **Communication**

Through the Head of School, the Pastoral Area Leaders are responsible for:

- Keeping the relevant Head of School (through to the Principal and College Leadership Team) aware of issues that call for a whole school response as well as specific issues arising within their Year Level.
- Communicating events, actions or policies to staff in regards to the development, implementation or evaluation of the pastoral care program and student welfare of the students in their year level.



- Ensure the administrative practices and procedures in their year level are consistent and supportive of the ethos of a Catholic School in the Augustinian tradition
- Support the College Leadership Team in implementing College policies and procedures
- Attend and undertake specified duties at scheduled information and promotion events
- Establish and maintain effective lines of communication and follow up processes that support the information needs of colleagues, parents and students
- Overtly support and implement school and system policies

### **Student Learning**

The Pastoral Area Leaders are to:

- Liaise with the Curriculum Office, the Curriculum Coordinators and the Head of School in order to take an active role in monitoring and supporting the academic progress of members of their Year Level.
- Develop partnerships with the other Pastoral Area Leaders, staff in their year level and the Head of School.
- Contribute to a culture of continual improvement of teaching and learning by modelling and encouraging contemporary pedagogy, professional development, peer observation and effective classroom practices
- Liaise with the Learning Enhancement Team to develop and support learning outcomes for students of all abilities
- Undertake teaching duties as required by the Principal

### **Leadership**

- Working collaboratively with year level teams to enhance the College's identity as a Catholic School in the Augustinian tradition
- Establish processes and structures in their year level to encourage, affirm, challenge and support staff as they interact with each other and the students, within the culture of a Catholic School in the Augustinian tradition
- Exercise effective leadership, management and administration to facilitate the educational process in their year level
- Promote teacher professionalism and encourage positive staff morale by contributing to and initiating team building processes
- Participate in the College Performance and Review process
- Meeting with teachers and providing feedback on their performance
- Work closely with the members of the College Leadership Team to evaluate and develop the co-curricular programs of the College
- Establish positive relations with parents of their year level and work with them for the benefit of students and the College
- Contribute to the development of a culture that; promotes wellbeing, is welcoming of change; and strive for continual improvement for all through personal, professional and leadership goals which reflect the ongoing process of growth
- Be involved in the College's Co-curricular Program
- Perform any other duties assigned from time to time by the Principal or Head of School

## **5 AUTHORITY LIMITS**

The position carries no inherent delegated authority regarding expenditure of funds or supervision of other role holders within the College. Expenditure of funds must be in accordance with approved budgets and appropriately authorised.



At all times, the Pastoral Area Leader must act in accord with Villanova College Student Protection Policy. It is necessary that the role holder exercise judicious and prudent judgment in interactions with students.

## **6 REPORTING AND OTHER RELATIONSHIPS**

The Pastoral Area Leader reports directly to the Head of School and through the Head of School to the Principal. Other significant relationships exist with the other Pastoral Area Leaders, College Counsellor, College Psychologist, Learning Enrichment Program Leaders, teaching and support staff, the College Administrator and Curriculum Area Leaders (through to the Dean of Teaching & Learning).