DEAN OF STUDENT WELLBEING

Professional Duties Statement

Reports to: Principal
Classification: Member of the Executive Team
Reporting Relationships: Heads of Year, School Psychologists, Student Wellbeing Administration, House Coordinators, Head of Sport
Key Liaisons: All members of the School Executive and Student Wellbeing Team

Position Purpose (initial 5 year contract appointment)

The Dean of Student Wellbeing will have a strong commitment to student wellbeing, through a willingness to embrace the philosophy of Positive Education. It is the role of the Dean of Student Wellbeing to provide effective leadership and daily management of school life, specifically in the area of Student Wellbeing (Years 7 – 12).

As a member of the Executive, the Dean of Student Wellbeing is committed to the School Vision and, in particular, assists and advises in areas relating to student, student programs and major decision making. He or she is accountable to the Principal for the continuing development, organisation, monitoring and evaluation of all matters concerning students’ wellbeing. The Dean of Student Wellbeing is also delegated to exercise direct responsibility for organisation of designated major events in the School calendar.

While the primary responsibilities of this position are articulated, it is expected that the incumbent will engage with the wider school community and participate fully in events and activities, playing an ambassadorial role as a senior representative of St Hilda’s Anglican School for Girls.

Responsibilities are to be carried out in accordance with the School ethos, values, policies, priorities and procedures and within negotiated industrial Awards and Agreements.

Requirements

- A registered teacher in Western Australia (or eligible for registration)
- A higher degree in management and/or education
- Senior Leadership experience and proven performance in a similar or related role within a school environment
- Current Police clearance
- Current Working With Children Check
Skills, Abilities and Personal Attributes

- Outstanding professional presentation and manner
- Confident public speaker and comfortable in social environments when representing the School, with proven interpersonal qualities and skills necessary for close co-operation with the School Council, members of staff, parents, students and other members of the School community
- Possess excellent written communication skills and an eye for detail
- Able to create warm relationships with students
- Outstanding classroom practitioner
- Operate as Senior Executive fully supportive of the Principal
- Proven ability to work collaboratively and energetically within a dynamic organisation, by being proactive and showing initiative and a willingness to accept responsibility
- Commitment to the Anglican ethos of the School
- Be committed to one’s own continued self-improvement through professional learning
- Good understanding of compliance regulations and modern workplace law, supporting quality human resource management practices including employment equity, anti-discrimination, occupational health and safety and ethical behaviour
- Playing an active role in supporting the cleanliness and safety of the School site
- Following safe working procedures developed for the School
- Strong skills of conflict resolution, negotiation and persuasion
- Skilled in crisis management

KEY AREAS OF RESPONSIBILITY

1. **The Dean of Student Wellbeing will ensure the development and implementation of the Year 7-12 Student Wellbeing program through the Heads of Year and School Psychologists by:**

- promoting an environment of positive behaviour, high self-esteem and excellent learning for all students
- overseeing and developing student wellbeing policies and programs, in liaison with the Student Wellbeing Team, appropriate to Years 7 – 12
- monitoring and enhancing the quality of positive cocurricular programs
- remaining up to date with current thinking in the areas of health, positive psychology, wellbeing and development issues for students in Years 7 – 12
- ensuring that student wellbeing and behaviour management practices remain current and appropriate to student circumstances through the Heads of Year
- liaising with Head of Junior School to oversee whole school student wellbeing programs and initiatives JK – 12.
- providing appropriate training for staff in the Supportive School Environment Policy and Child Protection Policy
- ensuring a clear understanding of policies and expectations of all staff in contact with students
- managing and monitoring student attendance, uniform and behaviour meets the School’s expectations
- overseeing and managing the Student Wellbeing Team to assist students with special needs to maximise their participation in school programs
- responsibility for government reporting relating to students and student wellbeing
- overseeing all matters related to student orientation and leadership programs, through delegated responsibility to the Heads of Year.
• managing the student leadership formation program for Year 11 students
• responsible for government reporting relating to students and student wellbeing (NDDD, student attendance).

2. **The Dean of Student Wellbeing will provide staff support for student wellbeing through:**

• supervision of Tutors, Heads of Year and House Coordinators in the delivery of student wellbeing and tutorial programs
• guiding teaching staff in managing all aspects of student behaviour which impact on academic progress, attendance and uniform
• oversight of Heads of Year (7-12) and all year level associated activities, eg new student orientation, camps, events and conferences.
• oversight of House teachers and house activities
• ensuring communication records are maintained and provided to other staff
• high involvement in recruitment and selection processes for new Student Wellbeing Team staff
• managing Student Wellbeing Team staff matters
• fostering the Anglican ethos of the School.

3. **The Dean of Student Wellbeing will provide effective management of the School’s interface with parents by:**

• initiating and maintaining contact with parents relating to wellbeing and behaviour management for individual students as appropriate
• attending school events and functions as required, reflecting and representing the views of the Principal in the School and wider community to parents.

4. **The Dean of Student Wellbeing will develop and implement accountability processes at all levels of school operations to evaluate the effectiveness of programs and educational outcomes by:**

• contributing to the development and implementation of school-wide student wellbeing policies, programs and procedures, through liaison with the Head of Junior School
• managing the development, implementation and review of policies and procedures to promote positive behaviour of students and to enhance their wellbeing
• preparing school policies which enables realisation of the School’s strategic goals
• developing and monitoring annual performance indicators for program and policy effectiveness in student wellbeing, cocurriculum and boarding operations of the School
• preparation and presentation of reports as required by School Council
• risk assessment approval of specified events as per matrix.

5. **The Dean of Student Wellbeing will provide innovative and positive leadership to support the School’s strategic intent pertaining to Student Wellbeing, by:**

• providing strategic advice to the Principal concerning the implementation of programs and the development of innovations which enhance the School’s student wellbeing offerings
• implementing positive education initiatives as the basis for professional growth of Student Wellbeing Team, in liaison with the Dean of Students
• adopting a leadership role in the implementation of Positive Education.
6. The Dean of Student Wellbeing will share with the Executive and Senior Leadership Team the advancement of the School’s strategic goals by:

- assisting in the development of the strategic goals across the curriculum, student wellbeing, boarding and cocurricular areas of school life
- sharing responsibility for achievement of the strategic direction
- assisting in the development and implementation of Annual Operational Plans
- developing a culture of continuous review and improvement through the annual review of goals and achievements
- keeping up to date with current innovative trends likely to impact on the educational offerings of the School
- thinking strategically, anticipating trends and making recommendations to the Principal for the enhancement of the School’s educational offerings in relation to student wellbeing
- involvement in school marketing – including boarding
- conducting Student interviews – exchange, new student interviews, Student Leader Exit interviews and student “Lunchtime Conversations”
- conduct the performance review process of the Student Wellbeing Team in accordance with the St Hilda’s Teaching Standards, and in liaison with the Dean of Staff
- deputising for the Principal in her absence.
This Professional Duties Statement attempts to capture duties indicative of the day to day role of the Dean of Student Wellbeing. Given the dynamic nature of the School environment, the Principal reserves the right to alter roles and responsibilities to suit the leadership and management requirements at any point in time.

_It is not possible to capture every duty of the role. The following list attempts to identify the administrative responsibilities, achieved through effective communication with students, staff and parents. It is a guide only and is not intended to be an exhaustive or exclusive list._

- the implementation of prizes and awards in conjunction with the Dean of Curriculum
- oversight of the cocurricular program of the School through liaisons with Heads of Music, Sport and Debating and individual teachers, regarding criteria for colours
- oversight of Community Service activities
- manage the whole school calendar, in conjunction with the Dean of Curriculum and Head of Junior School and ensures online calendar view for parents is accurate
- formulate the budgets for student wellbeing and oversee Head of Year budgets
- manage activities associated with students (photos, immunisation)
- organise bus operations and tickets (Southern Suburbs, Coogee, Floreat)
- organise transport to/from whole school events as required
- organise the Emergency Evacuation and Lockdown procedures and manage the student drills
- organise major school functions, including assemblies, Parent Information evenings, Grandparents’ Day, Year 7 & 8 Parent Orientation, Sports Assembly, Prize Winners’ Assemblies, Graduation & Awards Ceremony
- act as Emergency Contact person for these major school event
- organisation of Arts Festival and Arts Festival Day
- organisation of House Choirs
- oversight of Interhouse Swimming and Interhouse Athletics organisation
- coordinate preparation of the Student Diary
- issues the Week at a Glance
- prepares Newsletter information as required
- manage the Student Exchange program – inbound and outbound
- oversee the Orientation program for new students
- responsible for election of School and House Officials
- monitor student absentee system
- liaise with Communications and Engagement office for Old Scholars Mentoring session
- prepare House Activity Schedule
- oversee Tutorial Program Schedule and Chapel Schedule
- organise Parent/Tutor/Head of Year Information Evenings
- chair Student Wellbeing Meetings
- attend HOD meetings
- liaise with Chaplain to organise Services: Opening Semester 1 & 2; Year 12 Investiture; Confirmation; St Hilda’s Day; End of Year Service
- in conjunction with Psychologists, create Differentiated Learning Profiles
- liaises with the Director of Enrolments to interview and welcome new students
- preparation of Duty Rosters
- key liaison to Head of Sport in relation to IGSSA organisation and management
- key liaison for all Senior School operations in relation to the Digistorm app for St Hilda’s Senior School
- oversee Photo Days organisation
- sharing the responsibility for review of Senior School student report comments with Executive team.