

Wellbeing and Growth Leader - Role Description



"...the sacredness, dignity and giftedness of each person is grounded in that, each person is made in the image and likeness of God" (Genesis 1:27)

Title	Wellbeing and Growth Leader	Year Level	Years 7 - 12
POL	3	Time Allocation	10 periods per cycle
Appointment Period	2026 - 2027	Date Reviewed	June 2024

OUR MISSION

Our Lady of Sion College is a Catholic College where young women are encouraged to live in fidelity to the Word of God known in the Scriptures and the life of Jesus. These young women inherit the tradition of the Church and the Sisters of Our Lady of Sion, which calls them to actively seek to transform the world.

ALL STAFF SEEKING POSITIONS OF LEADERSHIP SHOULD DEMONSTRATE:

Cultural Leadership

- active and public promotion and support of the ethos, values and vision of Our Lady of Sion College as a Sionian Catholic school
- knowledge of and passion for girls' education
- capacity to articulate a clear vision, as outlined in the College's Vision and Mission Statements
- active promotion and provision of a child-safe environment whilst complying with the Our Lady of Sion Child Safety Policy, Code of Conduct and other policies and procedures relating to child safety
- a willingness to represent Our Lady of Sion College in a public forum and participation in the broader life of the school

Human Leadership

- excellent interpersonal skills and the capacity for effective communication
- an ability to build and work with teams
- dialogical processes that ensure collaboration, consultation, sensitivity and respectful responses
- leadership of innovative and inclusive programs that are responsive to the College's needs
- creation of a climate conducive to professional discourse and contribution to a staff professional learning culture

Organisational Leadership

- leadership, coordination and management of relevant teams, where applicable to the role
- high levels of organisational and administrative skills
- planned, organised and coordinated programs and processes relating to area of appointment

PURPOSE

The Wellbeing and Growth Leader has a key role in promoting and celebrating the Catholic ethos and Sionian Charism of the College, and, in accordance with the Mission of the College, ensures that each student is 'named and known'. The Wellbeing and Growth Leader has a direct and specific focus for supporting the wellbeing and growth for students at the year level. They will foster relationships that enhance wellbeing and enable students to better understand and manage their emotions, thereby developing a sense of self, agency and resilience. The Wellbeing and Growth Leader is responsible for ensuring that the College's pastoral processes are effectively implemented and managed.

As well as the daily management of students at the level, the Wellbeing and Growth Leader maintains responsibility for working collaboratively with staff, students and parents/guardians/carers to ensure that College policies and practices relating to pastoral care are implemented and support optimal learning. The Wellbeing and Growth Leader is responsible for pastoral, behavioural and administrative aspects of the level to support all students to flourish and grow into the fullness of life.

KEY AREAS OF RESPONSIBILITY

Wellbeing

- act as a mandatory reporter when directed by the Principal, Deputy Principal Student Wellbeing or Director Pastoral Care
- lead and develop programs and practices that foster a child safe environment in accordance with the Child Safe standards
- along with the Deputy Principal Student Wellbeing and Director Pastoral Care, advise staff on Child Safe policies and practices
- develop and organise the Pastoral Program, ensuring it is fully documented, consistent with the Sionian Charism, and the Vision and Mission of the College, is sequenced appropriately with the other year levels and covers appropriate areas of the Victorian Curriculum Learning Standards
- proactively promote coherence within the year level and positive interpersonal relationships among students through Restorative Practices
- further develop an understanding of adolescent wellbeing issues and approaches that address them
- work collaboratively with the Counselling Team, Director Pastoral Care and the Deputy Principal Student Wellbeing to discuss student wellbeing concerns and work to support the student and, where appropriate, extend support to parents/guardians/carers and staff
- participate in fortnightly Students at Risk meetings
- in collaboration with staff, students and parents/guardians/carers, create Safety, Pathway, Return to School or Behaviour plans as a way to improve student outcomes
- provide leadership that rigorously and consistently ensures adherence to policies and procedures relating to student attendance and behaviour
- liaise with teachers and Director Pastoral Care in dealing with behaviour which adversely affects student learning and wellbeing
- keep staff informed about ongoing medical, academic and social concerns of students
- work with the College Registrar and Director Pastoral Care to facilitate the effective and supportive transition of students into the year level

Growth

- support students to ensure they achieve personal excellence, including monitoring student progress/performance, and developing and implementing appropriate interventions
- liaise with the Deputy Principal Faith and Mission to develop opportunities for the year level to further their faith in a variety of ways including prayer, scripture and acts of social justice
- work with the House and Student Leadership Coordinators, support student leadership development and foster community-building opportunities
- oversee the appointment of Class Leaders and student representatives at the year level
- hold purposeful assemblies for all students on a regular basis
- under the oversight of the Deputy Principal Faith and Mission, support and participate in Chapel sessions, retreats and special activities as appropriate to the year level
- in conjunction with the Director Pastoral Care, plan, organise and participate in camps, assemblies and special activity days as appropriate to the year level
- celebrate the achievements of individuals and the cohort where appropriate
- collaboratively work with the Deputy Principal Student Wellbeing and Director Pastoral Care to organise Parent Information Nights and Seminars
- be a significant point of contact for parents/guardians/carers on matters relating to student's behaviour and performance
- facilitate parent/guardian/carer contact and student interviews, and keep comprehensive records of communication
- actively contribute to the subject selection process as appropriate
- liaise with the Director Learning Enhancement regarding individual programs for students who require learning support or extension
- attend PSGs with the Director Learning Enhancement if the Homeroom teacher is not available or the student's program requires it

Coordination

- ensure the Pastoral Care notes are entered into SEQTA that reflect communications and decision making pertaining to student health, wellbeing and pastoral needs, including Plans and communication with external providers
- facilitate weekly meetings with the Homeroom teachers, and maintain notes and action plans on these as appropriate
- attend and contribute agenda items to the Pastoral Care Team meetings and actively participate in planning staff Professional Learning around pastoral care issues

- organise and maintain relevant year level noticeboards
- ensure that each group in the level takes responsibility for the general tidiness of the homeroom and adjacent areas
- support the College House events that occur during the Pastoral Program ensuring Homeroom teachers actively supervise and contribute to the success of the House event
- coordinate the exit procedure of students
- support the Director College Organisation in their role of managing and implementing the year level processes including immunisations and examinations, where applicable
- develop and coordinate activities appropriate to the year level
- liaise with the Deputy Principal Learning and Teaching, and Deputy Principal Student Wellbeing in regard to undertake proofreading of semester reports for the year level
- ensure pastoral care information is handed over to the next level's Wellbeing and Growth Leader as part of a detailed transition process from one year to the next

Other Responsibilities:

- represent the College at events and support the co-curricular life of the College
- supervise on a rostered basis with other Wellbeing and Growth Leaders, student detentions and follow up on absence
- be responsible for budgets pertaining to the year level events and pastoral program
- contribute to Professional Practice Consultations
- create short and succinct year level reports for each College Newsletter (fortnightly) and submit material for the College Yearbook and other publications on College social media platforms
- participate in the Year 5 Enrolment Application Interview Process and the VCE and VCE VM Subject Selection interviews (Year 10-12 Wellbeing and Growth Leader)
- support the enrolment and transition process for new students
- other duties as directed by the Principal.

This role description will be developed further to utilise the individual strengths and initiatives of the person appointed to the position in negotiation with the Principal.

TEAM MEMBERSHIP

- Homeroom Teachers Team (Chair)
- Pastoral Care Team
- Notre Dame Team (Wellbeing and Growth Leader Years 11 and 12)
- Students at Risk (STAR) Team

KEY INTERNAL RELATIONSHIPS

- Deputy Principal Student Wellbeing
- Deputy Principal Learning and Teaching
- Deputy Principal Faith and Mission
- Director Pastoral Care
- Director Learning Enhancement
- Director Senior Learning (Wellbeing and Growth Leader Years 11 and 12)
- Director Curriculum and Learning (Wellbeing and Growth Leader Years 7 - 10)
- Counselling Team
- Homeroom Teacher

REPORTS TO

- Deputy Principal Student Wellbeing
- Director Pastoral Care