



Position Description

DIRECTOR OF STUDENTS (YEARS 7-9)

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| Position title | Director of Students (Years 7-9) |
| Reports to | Reports to the Deputy Principal – Students |
| Position of Leadership | Level 4 |
| Time Release | 24 periods per cycle |

Role Description

As a strong faith leader, the Director of Students (Years 7–9) is a senior leader who exemplifies the Catholic mission, lives out the Marist charism, and upholds the College’s vision for learning. Reporting to the Principal through the Deputy Principal – Students, the Director of Students (Years 7 – 9) plays a central role in shaping a safe, inclusive, and aspirational culture that nurtures the holistic development and academic growth of students in Years 7–9. Grounded in a deep understanding of adolescent needs, the role leads with emotional intelligence, clarity, and compassion to foster a respectful and engaging school environment where every student is known, valued, and supported to thrive.

In partnership with the Deputy Principal – Students and the Director of Students (Years 10-12), the Director of Students (Years 7-9) is responsible for the vision, alignment, and effectiveness of the College’s wellbeing programs. The role leads initiatives that promote student engagement, build staff capacity, and strengthen partnerships with families and the wider community. Drawing on contemporary research in positive education, restorative practices, and respectful relationships, the Director of Students (Years 7 – 9) ensures that student wellbeing supports high-quality learning. With strong knowledge of child safety and compliance requirements, and a commitment to lifelong learning, the Director of Students (Year 7 – 9) models professional excellence and drives a culture of collaboration, growth, and continuous improvement.

The Director of Students (Year 7-9) is expected to uphold all legislative obligations related to Child Safeguarding and Occupational Health and Safety, in alignment with College policies.

Key Responsibilities

The Director of Students (Year 7-9) has responsibility for:

- Developing and implementing effective wellbeing and behavioural support processes that support the social and emotional development of students.
- Leading colleagues and creating processes to evaluate the effectiveness of wellbeing programs.
- Leading initiatives to evaluate and implement teaching strategies to improve sequencing of content in the College's MyBeing programs across Year 7-9.
- Demonstrating exemplary practice and leading colleagues to encourage students to pursue challenging goals, review the effectiveness of wellbeing programs and conduct reviews on such programs using multiple sources.
- Demonstrating and reviewing the development of productive, engaging and inclusive learning environments including behaviour and classroom management.
- Using comprehensive knowledge of Australian Professional Standards for Teachers to support the development and implementation of professional policies and programs of colleagues which is informed by feedback and research.
- Model and uphold exemplary ethical standards while fostering professional collaboration and leading initiatives that support colleagues and strengthen engagement with professional networks.
- Supports the College's continuous school improvement focus.

Key Duties

- In collaboration with the Deputy Principal – Students, and Director of Students (Years 10-12), leads the design, implementation and ongoing evaluation of wellbeing programs for Years 7-9, ensuring they are research-informed, inclusive, and responsive to student needs.
- Support the development and delivery of the MyBeing curriculum, promoting emotional, social, and academic growth in alignment with the College's vision for learning.
- Monitor and support student behaviour, attendance, punctuality, and presentation, ensuring alignment with College expectations and fostering a culture of respect and responsibility.
- Work collaboratively with the Deputy Principals and key Learning and Wellbeing staff to monitor student academic progress and provide timely interventions that support achievement and wellbeing.
- Guide staff in the use of developmentally appropriate, inclusive teaching and wellbeing practices that enhance engagement and learning outcomes.
- Lead regular reviews of wellbeing programs using student data, feedback, and evidence to inform continuous improvement.

- In collaboration with key Learning team staff, provide guidance and professional support to staff in the development and refinement of behaviour support practices and restorative approaches.
- Support the Transition Coordinator to ensure smooth and well-supported entry processes for new students and their families.
- Work with relevant leaders to coordinate key student recognition events, including the Mid-Year Assembly and Academic Awards Evening.
- Present regularly to student cohorts to promote learning mindsets, growth, and engagement in school life.
- In collaboration with other leaders, plan for the efficient operations of Parent Information Evenings.
- Identify and create opportunities for authentic student voice, agency and leadership within Year 7 - 9.
- Ensure compliance with all relevant College policies and legislative requirements, including child safety and wellbeing standards.
- Any other duties as directed by the Principal.

Membership

The Director of Students (Year 7-9) is a **member of the following teams:**

- School Improvement Team
- Student Wellbeing Team
- Transition Team
- Child Safeguarding Committee

They work **in collaboration with:**

- College Executive
- School Improvement Team
- Learning and Teaching Team
- Pathways Team
- Personalised Learning Team
- Learning Mentors

Positions Reporting to the Director of Students (Years 7-9):

- House Leaders
- Transition Coordinator
- Learning Mentors
- Teaching Staff