



Applicants must be registered with TRBWA, will require a current Working With Children Clearance, and be supportive of the Catholic ethos of the College. Applications including after hours contact details should be sent to The Principal, John Paul College, PO Box 4552, Kalgoorlie WA 6430. An application form can be downloaded from the College website.

Dean of Students

The Dean of Students is appointed by the Principal on the recommendation of an interviewing panel. The contract for the Dean of Students is drawn up in accordance with CEWA policies. The task description of the Dean of Students is drawn up by the Principal and outlines his/her responsibilities and duties. The Dean of Students is predominantly responsible for student matters pertaining to student wellbeing, student events and overseeing pastoral care.

Responsibilities:

- Overseeing the pastoral care of students Years 7-12;
- Overseeing House Coordinators;
- Chairing Pastoral Care meetings;
- Management of Socials Years 7-12;
- The management and coordination of Year 12 Graduation;
- Assist with the management and coordination of the College Awards Ceremony;
- The management and coordination of the College SRC;
- Liaising with House Coordinators and the Year Seven Coordinator regarding student welfare in Years 7-12;
- Conducting new student entry interviews; and
- Any other responsibilities as required.

Qualifications and Accreditation

The successful applicant will require a minimum of a four-year teaching qualification and have:

- Completed the necessary Accreditation to LEAD for Catholic Schools in Western Australia;
- Accreditation to Teach Religious Education;
- Accreditation to Lead Religious Education;

In addition, the applicant will:

- Be registered with the Teachers' Registration Board of Western Australia;
- Hold a current WWC clearance.

Leadership:

As a senior staff member the Dean of Students supports the Principal and Leadership Team to ensure the Quality Education vision is front and centre of our mission, particularly in regard to Catholic Identity, Education, Community and Stewardship.

Shared Responsibilities with the Senior Leadership Team (SLT):

- Ensure that the staff and students are educated and pastorally cared for within the Catholic tradition;
- Play an important role in the planning, policy development and decision making in the College.

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Support:

- Major College events;
- Parent Information Evenings;
- Pastoral Care, wellbeing and discipline across all year levels;
- College procedures.

The Dean of Students is a Deputy Principal level position.