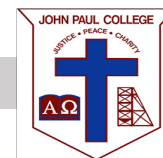


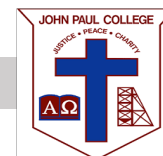
<b>YOUR TITLE COULD BE</b>	Dean of Year 7 Dean of Year 8 Dean of Year 9 Dean of Year 10 Dean of Senior School	<b>WHO YOU REPORT TO</b>	Deputy Principal Students
<b>WHO REPORTS TO YOU</b>			Students within a Year Group

The Dean of Year is charged with the overall management of a specific Year Group. The Dean will work with the Home Room Teacher through any concerns that students and parents may have. The Dean is available to students and parents when there are concerns beyond day-to-day matters. The Dean works with the Deputy Principal Students, the College Provisional Psychologist, and Chaplaincy Worker on a regular basis to ensure all students are coping with their academic studies and their social situation.

<b>How do you contribute to the College vision?</b>	<p><i>As a Dean of Year, you will promote the Pastoral Care System at John Paul College. The Pastoral Care System offers the following experiences to students:</i></p> <ul style="list-style-type: none"> <li>• Increased sense of belonging and acceptance in a safe, innovative, and progressive community</li> <li>• A safe and formative environment to learn in a holistic approach</li> <li>• A sense of security and competence when participating in activities inside and outside the classroom</li> <li>• A sense of care and compassion in the areas of mental health and wellbeing</li> <li>• High expectations of themselves and opportunities to grow, to learn responsibility and to be fully independent</li> <li>• Feel encouraged and challenged to be creative, collaborative, and reflective students</li> <li>• A culture which encourages risk-taking and one that accepts that failure is a necessary part of the learning experience</li> <li>• A growth mindset, where they can overcome obstacles and thrive at the College</li> <li>• Develop positive relationships with other students in their cohort, and all members of the College community</li> <li>• Face the challenges of a school environment with confidence and resilience</li> </ul>
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<b>Our motto</b>	<p>To educate young men and women within a Catholic framework of:</p> <ul style="list-style-type: none"> <li>• Justice</li> <li>• Peace</li> <li>• Charity</li> </ul>
<b>Work requirements</b>	<p><i>ESSENTIAL:</i></p> <ul style="list-style-type: none"> <li>• Current Teachers Registration includes National Police Clearance</li> <li>• Working with Children's Check</li> </ul>
<b>Award</b>	<p><i>Teachers Award:</i></p> <ul style="list-style-type: none"> <li>• Category 2, Level 1 promotional position</li> <li>• No Home Room allocation</li> <li>• 16-period teaching load</li> <li>• 1 period weekly meeting with the College Provisional Psychologist</li> </ul>
<b>Working Location</b>	<p>John Paul College Kalgoorlie</p>
<b>Significant relationships</b>	<p>All students within a Year Group, other Deans of Year, all College employees, and other members of the JPC Community</p>
<b>Knowledge, Experience and Skills</b>	<p><i>You will be required to demonstrate the following skills:</i></p> <ul style="list-style-type: none"> <li>• Ability to effectively communicate</li> <li>• Understand the learning and wellbeing needs of adolescents</li> <li>• Coordinate a student wellbeing program that builds resilience, independence, and a strong sense of connection to others at the College</li> <li>• Ability to support students to achieve their personal best</li> <li>• Ability to encourage students to have the confidence to meet the challenges beyond the school environment</li> <li>• Ability to foster student leaders for the future</li> <li>• Ability to be an innovative and dynamic leader who is passionate about a holistic approach to education</li> <li>• High level of interpersonal skills and professional behaviour as evidenced by the development of positive relationships with students, parents, colleagues, and the wider community</li> <li>• Exemplary organisational skills</li> <li>• Time management skills</li> <li>• Technology and computer skills</li> <li>• Ability to work in a team</li> <li>• Committed to ongoing professional development</li> <li>• Able to promote and foster the pastoral vision of the College</li> <li>• Demonstrate strong understanding of Catholic ethos and models this in all decision making</li> </ul>



## Key Responsibilities

### *Spirit*

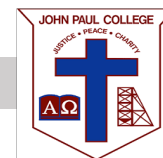
- This involves the development of a Year group identity and pride amongst the students and staff belonging to the Year group through maximum participation in College life.
- This includes holding regular Year group assemblies, organising Year group activities, and supporting the development of student leadership

### *Pastoral*

- Build positive relationships with students in the Year group
- In collaboration with Home Room teachers monitor the overall academic and pastoral progress of students
- Encourage and assist Home Room teachers and Classroom teachers to communicate with parents
- Provide guidance for students in consultation with Home Room teachers
- Be aware of students in the Year Group who are struggling academically and/or socially
- Ensure that accurate and up-to-date student records are kept
- Work with Home Room and Classroom teachers to devise proactive ways of avoiding problems
- Examine reports and make a list of students at risk, follow up with the Home Room teachers and inform the Deputy Principal Students
- Examine attendance records and make a list of students at risk, follow up with Home Room Teachers and inform the Deputy Principal Students
- Refer serious or sensitive matters to the Deputy Principal Students
- Promote positive affirmation of student achievement, improvement, and progress
- Maintain communication with Home Room teachers and the Deputy Principal Students
- Refer students to the College Chaplain and/or Psychologist when appropriate
- Be available for parent interviews if needed by a Home Room teacher, Classroom teacher or Deputy Principal Students

### *Culture*

- The Dean of Year sets the tone for high expectations of students within the College
- Guide students and staff in operating effectively as a community which shows due respect for self, others, and property
- Regularly communicate expectations with regards to culture, tone, behaviour, and uniform



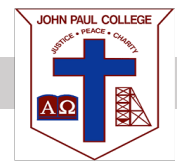
- Ensure students are aware of their responsibilities in relation to the Student Code of Conduct and College procedures and directives. For example – punctuality
- Provide a forum for staff feedback to the Leadership Team
- Work with students to ensure they are aware of the appropriate forums through which to voice their concerns
- Be available to discuss with Home Room and Classroom teachers effective and appropriate responses to inappropriate student behaviour
- Ensure that, where possible, measures are consequential – that is, they flow logically from the action which the student has chosen to take, and restorative practices are put in place
- Supervise students on detentions/suspensions as per the College roster
- Monitor the application of disciplinary measures ensuring reasonable consistency

#### *Procedures*

- Record and monitor student data
- Ensure absenteeism is monitored and procedures are carried out
- Check and sign reports
- Communicate with students and staff via Teams and email
- Communicate with parents via phone, email and SEQTA
- Communicate relevant information about the Year group to the wider community
- Manage the budget for the Year group
- Meet on a weekly basis with the College Provisional Psychologist
- Meet on a fortnightly basis with the Deputy Principal Students and other Deans of Year
- Meet on a monthly basis with the Pastoral Care Team
- Implement and promote all College procedures and directives including the Uniform and Personal Appearance Expectations, the Behaviour Management Procedures, and the Student Code of Conduct

#### *Curriculum*

- To oversee academic matters in a particular Year group – this varies for each Year group
- Coordinate parent information evenings together with the relevant Leadership Team members
- Work with the Learning Support Coordinator and Team
- Monitor students who require IEPs, Special Consideration for Assessments and/or Modified Reports



<b>Decision Making</b>	<ul style="list-style-type: none"> <li>• Work within the Pastoral Care Team to decide on the best way to promote the Pastoral Care System at the College, and when making decisions that will impact individual or groups of students</li> </ul>
<b>Measuring Success and Accepting Feedback</b>	<ul style="list-style-type: none"> <li>• Discuss feedback from the Principal, Vice-Principal and Deputies</li> <li>• Positive feedback from the Principal, Vice-Principal and Deputies</li> <li>• Positive interactions from students within a Year Group Cohort</li> <li>• Positive interactions with parents of students within a Year Group Cohort</li> <li>• Effectively working within the Pastoral Care Team</li> </ul>
<b>Work, Health and Safety</b>	<ul style="list-style-type: none"> <li>• Having a duty of care to ensure the safety, health and welfare of all staff, students, their parents, community members and other persons who are legally present on school premises, including places away from the College campus</li> <li>• Ensure understanding and compliance of the College OHS Policy</li> <li>• Create a culture of safety that precipitates the development, maintenance, and promotion of a healthy working environment</li> <li>• Complying with, as far as practicable, all instructions given to you to ensure your own safety and health</li> </ul>
<b>Code of Conduct</b>	<p>You are responsible for ensuring you act within the framework of the College's Code of Conduct</p>
<b>Review</b>	<p>This position will be reviewed after two years.</p>

Document last updated: September 2022