



ANNANDALE
CHRISTIAN
COLLEGE

the Way, the Truth, the Life

Life & Learning through Christ

HEAD OF DEPARTMENT – Student Wellbeing
Version 16.02.24

<u>TITLE:</u>	Head of Department – Student Wellbeing
<u>APPOINTED BY:</u>	Principal / CEO in consultation with the Deputy Principals/and board of TCEA
<u>RESPONSIBLE TO:</u>	The Principal/ Deputy Principal
<u>TEAM LEADER:</u>	Principal
<u>ROLE:</u>	To assist the Principal to achieve the College Vision Statement:

Vision

*To be a college that celebrates life and learning
through Christ-centred Education.*

Mission

*To provide quality, Christ-centred education
through a partnership of parents, teachers and students
which recognises the Lordship of Christ
and the integrity of the Scriptures.*

ROLE SUMMARY:

In addition to regular teaching duties in the context of the Annandale Christian College Mission Statement and overall educational program, the HOD of Student Wellbeing leads the Student Welfare team and is responsible for supporting the positive development of both individual students and the student culture within the College. The HOD of Student Wellbeing works collaboratively with members of the College Executive Team, Student Welfare Team and Learning Support Team to achieve the College's pastoral care, student welfare and student management objectives. The HOD of Student Welfare is instrumental in the management of Child Protection matters within the College and directly advises the Principal of relevant issues as required by legislation.

N.B. These duties are indicative of the tasks encompassed in this position and are not exhaustive. They may also vary over time to reflect the changing needs of the College.

RESPONSIBILITIES AND DUTIES:

The HOD of Student Wellbeing role reports directly to the Principal, and fulfils the following specific functions (in collaboration with other staff as appropriate):

Strategic Leadership

- Work collaboratively with members of Executive to lead the implementation of the College's Strategic Plan through the annual improvement agenda relating to matters of student welfare, behaviour management and college culture.
- Produce and implement clear, evidence-based improvement plans and policies that promote and sustain ongoing College improvement in the areas of student welfare, behaviour management and college culture.
- Strategic oversight of all matters relating to student management and behaviour across the whole college
- Make informed strategic decisions based on careful analysis of relevant data, current trends, and internal and external forces.
- Effectively harness the expertise and support of others to lead through change.
- Inspire a culture of innovation and continuous improvement.

Leadership of teams

- Lead the design, implementation and ongoing evaluation of the College's processes associated with pastoral care, behaviour management and student welfare, ensuring that these are consistently applied across the whole college.
- Act as a point of escalation for matters of behaviour and discipline.
- Lead the Student Services, Student Welfare and Learning Support Teams to ensure all students receive the most appropriate care, support and intervention as required.
- Support a case management approach to student interventions, including conducting follow up with students, families, teachers, and other support staff.
- Work with the Student Welfare and Learning Support teams to develop appropriate support plans for individual students, and communicate these with staff and parents.
- Work with the Student Welfare and Learning Support teams to identify and monitor 'students at risk' (academic, behaviour, wellbeing), and coordinate support plans as needed.
- Communicate with students, parents and staff regarding issues identified at the College (attendance, behaviour, wellbeing).
- Monitor the progress and development of all Secondary College students, including ongoing analysis of available data.
- Provide guidance and recommendations for support to staff, students and parents.
- Lead the application of the College's Student Protection Policy and Procedures.
- Liaise with external agencies to ensure a continuity of care for at risk students.
- Lead others to uphold the College's high expectations regarding conduct, discipline, uniform, punctuality, and

attendance.

- Ensure that staff have access to knowledge of emerging trends and current research in student wellbeing and student management in a broad sense and case specific for students with more particular wellbeing needs.
- Be a role model with respect to leadership style, management of issues and professional and positive behaviours.

Management

- Collate and provide analysis of all data relevant (e.g. student behaviour data, child protection matters) to the support of students in the College.
- Collate and provide monthly analysis of Child Protection matters to the Principal for Board review (deidentified and summarised).
- Ensure all interventions and support plans are appropriately documented.
- Ensure all student welfare meetings and meetings with external counselling services are adequately documented.
- Ensure all behaviour management policies and procedures are appropriately documented, reviewed and implemented.
- Manage priorities effectively and deliver key performance measures toward the achievement of the vision, mission and strategic wellbeing priorities of the College.
- Lead the management of student behaviour from Prep to Year 12 in order to support both Deputy Principals with minor or intermediate levels of behaviour.

Community Engagement

- Exercise effective communication skills with students, colleagues, parents, guardians, and others.
- Seek opportunities to engage parents in their child's educational journey.
- Seek opportunities to be present within the College and wider community.
- Knowledge and understanding of restorative practices within the community.
- Leadership and oversight of major College events including, but not limited to; Year 7 Orientation Program, Student Leadership Program, Camps and other significant events.
- Maintain confidentiality regarding sensitive or private information about students, families, colleagues and the College in accordance with current Privacy legislation and College processes.
- Maintain effective links with government departments, authorities and other organisations relevant to the College's student welfare and management.
- Deliver in-school and cross-agency responses that promote effective service delivery, performance improvement and strengthen community connections.

RESPONSIBILITIES FOR ALL STAFF – INCLUDING THIS ROLE

Occupational Health and Safety Obligations

- Know the procedures for dealing with issues of an emergency nature;
- Assist the College Executive team in identifying hazards in the work place;
- Assist with the assessment of risks associated with identified hazards;
- Participate in the development and review of risk assessment management procedures;
- Ensure that, by the employee's individual actions, omissions or negligence, they do not place themselves or other persons at risk of harm or ill-health in the work place;
- Follow risk management procedures when undertaking tasks and projects;
- Follow the reasonable direction of supervisors;
- Not interfere with, or misuse, any device or equipment that has been provided as part of a risk management measure;
- Report as soon as practicable and without delay to supervisors any matter that relates to hazard identification or risk assessment that affects the College's capacity to ensure a safe and healthy workplace;
- Report as soon as practicable and without delay to supervisors any adopted matter that indicates that the risk management procedures are inadequate to control a risk;

- Report as soon as practicable and without delay to supervisors any incidents or near misses that relate to occupational health and safety;
- If requested, respond and render assistance to any person who is working in the College who is suffering injury or illness.
- Be familiar with and comply with all College Policies, Procedures and instructions as provided in various handbooks and updated from time to time.
- Immediately report any suspected case of Child Abuse to the Principal.

Key Selection Criteria

The following items form the key selection criteria for the position of Head of Department

Godly Character

- have a personal faith and commitment to Jesus and openly affirm and practice the Christian faith
- have an involvement with a Christian church and a lifestyle consistent with the Bible.
- be fully committed to and supportive of the expansion of Christ-centred education and the implementation of an integrated Christian curriculum within the College.
- be a mature Christian and have a sound understanding of the College's biblical worldview and be able to uphold and defend this worldview.

General Leadership

- demonstrate outstanding capacity for team leadership.
- hold appropriate qualifications in education and management with relevant experience in College management and student educational wellbeing/ counselling.
- be an inspiring leader able to initiate and manage change.
- be a leader who sets high standards in areas of scholarship, dress and personal behaviour.

Management

- capably perform all necessary administrative duties
- have the capacity to think strategically, consult, plan and delegate

Students

- have the ability to adequately care for student welfare, applying discernment.

Staff

- have the ability to line manage staff and have strong inter-personal skills.
- have the ability to develop unified teams of professional people able to deliver quality Christian educational in a professional manner.
- have personnel management skills, including professional development, pastoral care and setting and reviewing performance goals.

Parents

- be supportive of the ultimate responsibility which parents have toward the education of their children.

Community Relations

- be approachable, a good listener and an effective communicator and public speaker.
- Have a high level of interpersonal skills and excellent written and verbal communication skills.

Authority

- have the ability to work under the authority of the Principal and Deputy Principal, as part of a

team to show initiative and responsibility in performing the duties required of the role.

QUALIFICATIONS, MEMBERSHIP STATUS AND VISAS

- Current Queensland College of Teachers registration
- Relevant qualifications in Student Educational Wellbeing / Counselling / Psychology/ Behavioural Science.
- Youth Mental Health First Aid (desirable)
- Ensure your Qualifications (e.g. First Aid), Membership Status (e.g. Blue Card or Queensland College of Teachers) and Visas (if you are not an Australian Citizen) are current and payment is up to-date.

VALIDATION

I, _____, understand the requirements, essential functions, and duties of my role/ position at ACC as outlined in this role description.

Employee Signature: _____

Date: ____ / ____ / ____

Principal Signature: _____

Date: ____ / ____ / ____

Purpose:	This position description and role/ responsibilities statement is used to clarify and make explicit the position of Head of Department – Student Wellbeing .	
Scope:	For Annandale Christian College’s Board, Officers, employees and students and parents.	
Version	1.0, February 2024	
Status:	Draft	Supersedes: -
Authorised by:	Principal	Date of Authorisation:
References:	V:\Executive Team\Role Descriptions\HOD Student Wellbeing Role Description V1.0.docx	
Review Date:	Every year	Next Review Date: February 2025