



FCJ College
DIRECTOR OF WELLBEING
2020 – 2022
POL 4 with 12 Periods

COMMITMENT TO CHILD SAFETY

All students enrolled, and any child visiting FCJ College, have a right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

COMMITMENT TO LEADERSHIP PHILOSOPHY

By accepting a leadership position at FCJ College, you are committing to our leadership philosophy:

To forge a culture of shared leadership where the students are the priority. Through committing to the most effective:

- *Culture for students*
- *Team/s for students*
- *Leadership for students*

THE POSITION

The Director of Wellbeing is a senior leadership position in the College. The Director of Wellbeing leads the Learning Leaders Team. The Director of Wellbeing, as leader of the Learning Leaders Team, is responsible for leading and supporting the development of an innovative Wellbeing program that integrates the values of the Gospel and allows staff and students opportunities to develop academically, physically, emotionally, socially and spiritually.

The Director of Wellbeing is part of the Executive team and is responsible to the Principal through the Deputy Principal. If there are issues or concerns, these should be directed, in the first instance, to the Deputy Principal. Together with other members of the College Executive, the Director of Wellbeing is responsible for implementing the College Strategic Plan and ensuring that the delivery of the Wellbeing programs, is consistent with the mission and ethos of FCJ College.

As a Leader at FCJ College; the Director of Wellbeing will:

- support and promote the Catholic ethos of the College.
- publicly support the Leadership of the College.
- work in an honest, positive, creative and flexible manner.
- identify the strengths of individuals in their team and work in collaboration where students are the priority.
- willingly seek feedback on performance and drive professional growth opportunities through self and peer coaching.
- actively promote collective efficacy through a shared commitment to the improvement of practice and an openness to feedback.

As a Member the College Executive Team; the Director of Wellbeing will:

- promote the mission and Catholic ethos of FCJ College.
- publicly support the leadership of the College at all times.
- work in an honest, open, creative and flexible manner that contributes positively to the effectiveness of the College Executive in a way that honours the confidential discussions that occurs in this space.

- provide opportunities for staff consultation into the College Executive considerations and provide appropriate and regular feedback to relevant stakeholders.
- represent the College in external forums and formal functions.
- model a leadership style and approach which reflects and supports the vision of leadership articulated by the Principal.
- ensure that all aspects of College life are permeated by the spirit of the Gospel.
- deputise for the Principal as required.

As Director of Wellbeing – Responsibilities:

- To oversee the implementation of an innovative wellbeing program that integrates the values of the Gospels, and allows students opportunities to develop academically, physically, emotionally, socially and spiritually.
- To be the Chair of the Learning Leaders Team.
- To oversee the Positive Education curriculum (as Learning Coach of Positive Education).
- College Management – through attending the Executive and College Management Team meetings and consulting stakeholders upon matters related to Wellbeing.
- To ensure that each student’s academic, emotional and social progress is monitored through the leadership and management of the Learning Leaders Team.
- To ensure that strategies and processes are developed and implemented that focus on improving student outcomes.
- Provide high quality advice and support to the whole school community in the ongoing development and implementation of the College’s Wellbeing Policy, including training staff on the use of restorative practices to recognise and challenge behavioural issues and restore relationships.
- Provide leadership in the identification and analysis of emerging student wellbeing issues, and coordinate specialist advice on a range of appropriate interventions.
- Provide high quality advice and support to whole school community, in the development and implementation of programs, procedures and policies relating to the wellbeing of students, particularly those at risk of being disengaged from school.
- Report serious and mandated matters to the Principal.
- Streamline and implement procedures for identifying and tracking the progress of student wellbeing.
- Develop, implement and evaluate proactive wellbeing programs including Positive Education programs at each year level.
- Work with the Learning Leaders to develop policy and practice to meet the wellbeing needs of students.
- Source and distribute professional reading on Wellbeing.
- Support families of students as required.
- Make referrals to visiting Psychologist or outside agencies as required.
- To ensure all relevant areas comply with Occupational Health and Safety standards.
- To ensure wellbeing and pastoral programs and practices comply with Government requirements.

Specific Duties:

- To ensure the Learning Leaders Team have regular and purposeful meetings focused on improving student outcomes and to ensure minutes of meetings are taken and are accessible to all staff on SIMON.
- Through the Learning Leaders Team, develop systems for fostering strong and viable working and pastoral relationships with students from the year level, their families and Pastoral Leaders.
- Through the Learning Leaders Team, develop effective lines of communication among students, parents, teachers and outside agencies.
- Provide high quality advice, training and support to Learning Leaders in the use of restorative practices to recognise and challenge behavioural issues and restore relationships.
- To ensure Learning Leaders are coached to work with the Learning Diversity Leader, students and families to collect information and provide evidence so the NCCD team can complete NCCD audit to cover students with special needs.

- Provide Learning Leaders with support and training to work with families within PSG meetings through the guidance and support from the Learning Diversity Leader.
- Provide Learning Leaders and Pastoral leaders with support to cater for individual learning needs of students with social/emotional needs through the guidance and support from the Learning Diversity Leader.
- To ensure Learning Leaders and Pastoral leaders are supported in their development of relevant pathways counselling and subject change processes.
- To provide data and information to the Executive Team in the areas of student tracking and the measuring student wellbeing outcomes from surveys and wellbeing audits.
- Lead the Positive Education PLT and ensure consistent delivery of the program across all year levels.
- To work with the Executive team and Learning Leaders in the preparation and continual updating of wellbeing initiatives and curriculum offerings within the Annual report prospectus and pathways booklets.
- To work with the Learning Leaders to ensure a smooth transition of students across year levels.
- To oversee, with the Deputy Principal, the wellbeing and Behaviour Management procedures in the College.
- To assist the Learning Leaders with the planning, preparation and running of-Parent Engagement Evenings for each year level.
- To assist in the preparation of Wellbeing budgets.
- To represent the College at appropriate educational and curriculum forums.
- Any other duties as directed by the College Principal from time to time.