



## Dean of Students

St Joseph's Nudgee College  
Brisbane, Queensland

St Joseph's Nudgee College is a Catholic boarding and day school in the Edmund Rice tradition for boys in Years 5-12. The College has a current student population of 1712, including 301 boarders. We cater for students from the local Brisbane area, regional and remote Queensland, interstate and overseas. We uphold the values of Edmund Rice Education Australia (EREA) in providing quality Catholic education for our students.

The College is focused on providing a rounded holistic education, social justice, community service, sport and Performing Arts activities, where every boy can find his place, make his contribution and achieve his best. The College is located on 136 hectares in the northern suburbs of Brisbane, Queensland. Nudgee College is a member of the Queensland GPS Association.

### The Role

The College is seeking a dynamic educator with a depth of experience and commitment to leading the Pastoral Care of Students, in the Edmund Rice tradition.

This role commences in Term 2, 2022.

This is a teaching role.

The Dean of Students is accountable for all aspects of the student formation process within the College. The Dean of Students works collaboratively within the College Leadership Team to ensure effective leadership of this key area and overall leadership and management of the College. The Dean of Students provides leadership through vision, service and example, demonstrating evidence of effective collaborative leadership with staff, students and parents.

The Dean of Students works in partnership with the Dean of Boarding in the management of the welfare of students in terms of their social, academic, spiritual, cultural, physical, aesthetic and all aspects of life at school for the development of all students Years 5 - 12. The Dean of Students leads the Director of Students, 9 House Deans and 3 College Counsellors and encourages all staff members to carry out their role to support the College's mission and ensure operations are conducted within parameters expressed in the EREA Charter and its touchstones.

### Primary Duties

- Support the ethos and aims of Catholic Education in the Edmund Rice tradition.
- Operate with Gospel Values of compassion, justice, truth and service at the core of your dealings with students, parents, staff and the wider community.
- Have a strong knowledge of and support for the Touchstones of the Charter and key EREA policies, procedures and practises.
- Have the ability to work towards achieving the goals outlined in the College's Strategic Plan.
- Display a high level of professional competency and ensure that behaviour and personal presentation reflect the College's values and professional expectations.
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- Develop the notion of team wherever possible; encouraging cohesion and enthusiasm.
- Be committed to self-development and ongoing professional development.
- Be supportive of the Social Justice, Cultural and Sporting Co-curricular programs of the College.
- Have knowledge and awareness of Workplace, Health and Safety, Equal Opportunity and Anti-Discrimination requirements applicable in the work environment.
- Respond to operational needs of the College and to other duties as directed by the Principal/Deputy Principal, when required.

### **Key Areas of Leadership for the Dean of Students include:**

#### **Identity and Vision**

- Be an integral and proactive member of the College Leadership Team in generating ideas and strategies in the vision of a Catholic school in the Edmund Rice tradition.
- Develop among all community members a strong sense of belonging within the St Joseph's Nudgee College family.
- Integrate the Charter for Catholic Schools in the Edmund Rice Tradition and its Touchstones in the life of the College.
- Participate actively in the Religious Education programme of the school.

#### **Pastoral Care and Student Formation**

- Continually improve and implement College policies regarding the pastoral needs of students.
- Ensure a positive approach is taken to behaviour management and be responsible for the implementation of the College policy.
- Articulate the College's pastoral care strategies and communicate, direct and monitor the Pastoral Care Policy.
- Coordinate the Director of Students, House Deans and PC tutors to ensure the effective and efficient running of the House system.
- Be proactive in developing a positive tone among the students.
- Maintain a high profile with students, both Day Boys and Boarders, through regular contact both formally and informally.
- Work with the Dean of Boarding to ensure the best possible care and supervision of boarding students is provided throughout the Boarding program.
- Liaise with the Dean of Boarding and Heads of Boarding Houses to ensure the boarding and school life of students is integrated, particularly the maintenance of College policies, Code of Conduct, procedures and behavioural expectations.
- Maintain an up to date file, in liaison with House Deans, of student well-being issues and student related incidents.
- Ensure student daily attendance records are accurate and follow up on student absence is a priority with House Deans and Student services administration staff.
- Lead, direct and manage the College Counsellor team.
- Liaise, where required, with external support services including but not limited to CPIU, CYMHS, adolescent mental health support services and AIEF.
- Ensure that appropriate counselling, guidance and direction is available to students.
- Implement, communicate and monitor the school-wide Behaviour Management Policy, Bullying Prevention Policy and Code of Conduct.

- Coordinate the Big Brother system in the school.
- Maintain procedures for appropriate standards of student dress, conduct on and off campus, language and social behaviour in collaboration with the House Deans.
- Respond to reports of misbehaviour beyond College grounds, (eg. public transport).
- Ensure that all Student Formation documentation is updated including the Bullying Prevention Policy, Behaviour Management Policy and the Student Formation Plan.
- Monitor procedures for maintaining morale and self-esteem among staff and students.
- Make appropriate reference to the College's expectations to remind students of their responsibilities as members of the College community.
- Direct & manage the College photo schedule as it relates to pastoral care and special photographs such as Sons of Old Boys.

### **Leadership**

- Implement elements of the College's Strategic Plan with particular responsibility for the Student Formation and Boarding components.
- Liaise with the College Leadership Team and the Principal to ensure the College fulfils its mission and strategic direction.
- Work closely with the Director of Students (Years 7 – 12) and Director of Junior School (Years 5 - 6) on student pastoral care and formation.
- Coordinate with the Director of Students (Years 7- 12), the Director of Junior School (Years 5 - 6), House Deans and other members of the CLT to ensure the efficient running of the House system and keep the Principal fully informed on the operation of the Houses.
- Be responsible for a coordinated Leadership Development Program throughout all grades, especially leadership in Year 12 including their preparation training, development, monitoring, and accountability.
- Be involved in the selection process of school leaders.
- Coordinate with the House Deans the running of individual activities and the formation program for each House.
- Coordinate with House Deans on any specific House meetings that may need to occur and conduct such meetings as required.
- Provide leadership by:
  - displaying a positive approach to issues that arise,
  - displaying familiarity with current educational issues,
  - being involved with appropriate professional associations,
  - being involved in the co-curricular activities of the College,
  - chairing the Student Formation Team (SFT) meetings, and
  - participating in personal professional development.

### **Administration**

- Be fully conversant with all Child Protection and Safety legislation/ EREA policy and ensure their implementation by staff across the life of the College.
- Oversee the accurate compilation and updating of individual student personal profiles.
- Be responsible for the orientation and induction program for new students each year with particular focus on Years 5 and 7 and new boarding students.
- Work co-operatively with the Dean of Boarding and Director of Students to maintain student involvement in College/House events.
- Develop a calendar of events regarding all students' House activities which is to be given to the College Calendar committee.

- Oversee the coordination of activities involving the various Year levels – eg. Formals, Semi-Formals, social occasions.
- Coordinate all events related to the Valedictory and departure of Year 12 students.
- Organise meeting of year levels in liaison with College Leadership Team and House Deans as required.
- Coordinate and conduct College assembly with focussed emphasis on the academic, cultural and sporting aspects of College life and delivering this in a balanced and effective manner.
- With Health Centre staff, oversee procedures for reports on any students who are injured due to accidents at school or at school based/conducted activities.

### **Learning and Teaching**

- Display an awareness of curriculum development at a local and national level and incorporate appropriate responses to these at the College level.
- Communicate an appreciation and understanding of cross curricula elements of the Learning and Teaching program.
- Communicate a competent understanding of relevant learning theories such as “Habits of Mind”.
- Work with the Dean of Learning and Teaching to resolve student issues that are of both a pastoral and academic nature to ensure just outcomes for individual students.

### **Staff**

- Provide an excellent role model to staff in terms of dress, communication, punctuality, commitment and professional manner.
- Provide an excellent role model for teaching staff in the stimulation and motivation shown within the teaching activities of the school.
- Suitably deal with private, personal and confidential matters.
- Act as a mentor, particularly to the House Deans, in terms of dealings with students, parents and staff.
- Where necessary, help to resolve communication conflicts between staff, students and parents.
- Encourage relationships between staff and students which are mutually respectful and conducive to developing school spirit.
- Lead the professional development of staff in the area of Behaviour Management and encourage the staff to develop their own Behaviour Management approaches consistent with school policy.
- Lead the College in the training of, and compliance with, statutory and EREA Child Protection policies.

### **Expected Knowledge, Attributes and Competencies**

- Highly developed organisational and problem solving skills.
- Advanced information technology skills.
- Professional leadership competence, ensuring personal behaviours and presentation reflect College expectations.
- Excellent communication and interpersonal skills.
- Exceptionally high levels of confidentiality and discretion.
- Highly developed organisational skills and ability to prioritise tasks.

- Capacity to be a highly visible presence at a range of events/occasions across the life of the College.

### **Mandatory Requirements**

- Current full registration as a teacher in Queensland, or the ability to gain prior to appointment.
- Extensive formation and pastoral experience in a similar role.
- Demonstrated behaviour management experience and awareness of best practice.

### **Position Details**

- This position is a Full Time Fixed Term contract position.
- The contract is for an initial period of five years, with a reappointment of a further five years following a successful performance review.
- This position is under the current Catholic Employing Authorities Single Enterprise Collective Agreement.
- The remuneration package for this position includes salary, superannuation and a College vehicle.
- This is a teaching role, minimal load. Subjects/grades will be determined by qualifications, experience and teaching vacancies.
- The Dean of Students will be expected to perform all tasks and duties assigned to the role and will be required to dedicate whatever reasonable hours are necessary to fulfil the role. This includes weekend, sport supervision, and after hours work as well as being contactable by phone during reasonable hours. Whilst there is some flexibility in the working hours as long as the position goals are achieved, there is no structured time off in lieu.

### **Applications**

Please send a copy of your current CV and a two page letter outlining your experiences that make you suitable to be considered for this position to our Director of Human Resources at, [mpigott@nudgee.qld.edu.au](mailto:mpigott@nudgee.qld.edu.au).

For further information or a confidential discussion please contact Michael Pigott, Director of Human Resources, on 07 3865 0166.

**Applications close** - Monday 8am 7 March 2022.