



## St Mark's Coptic Orthodox College

# DEAN OF STUDENTS 7-12

### Purpose

The Dean of Students is accountable to the Head of College and is responsible in operational matters to the Deputy Head of College. The Dean of Students is part of the middle management team at St Mark's Coptic Orthodox College. In alignment with the Mission of the College, the Dean of Students supports the Head of College by ensuring it is clear in its Coptic Orthodox identity and develops into a centre of academic excellence. The Dean of Students exercises this responsibility by ensuring the College delivers high quality, relevant and real world pastoral care which is embedded in the traditions of Christian faith and the Coptic Orthodox church. This position has accountability for the pastoral care, welfare and discipline of students in the Senior School from Years 7-12. Mutually agreed to KPI's will be decided with successful applicant annually along with an annual Review/Appraisal/Performance procedures.

### Educational Qualifications:

- Bachelor of Education or further post-graduate Award

### Knowledge, Skills & Experience

- A commitment to the school's Christian heritage, mission, vision and values
- A strong commitment to the Christian faith in practice and lifestyle, witness and modelling
- A strong professional presence and the capacity to engage and inspire students, staff, parents and other members of the wider community
- Outstanding interpersonal skills including the ability to develop, lead and support teams in a constructive, collaborative and proactive manner
- Strong negotiation and conflict resolution skills
- Initiative, reliability and adaptability
- Empathy, enthusiasm, warmth and energy
- Ability to make public presentations
- Ability to model exemplary teaching and learning
- Demonstrated understanding of current pedagogy in education
- Ability to grow and nurture others as leaders
- Excellent communication skills
- Strong organisational and administrative skills
- Demonstrated commitment to ongoing professional learning
- Ability to build capacity in Senior School Heads of Faculty, Pastoral Coordinators, and classroom teachers to develop effective classroom management, discipline and welfare outcomes
- Extensive knowledge of child protection matters and NESA requirements to ensure school compliance

As part of the middle management team, the Dean of Students assists the Head of College to:

#### EDUCATIVE AND PASTORAL LEADERSHIP

- Establish and grow the Christian culture of the community by building cohesive relationships with the school clergy, staff, families, and the wider community
- Coordinate initiatives and strategies endorsed by the NSW Coptic Schools Board including pastoral care and welfare of students and service learning
- Facilitate and coordinate all pastoral care programs in the Senior School by working collaboratively with the College Chaplain, Deputy Head of College, the Head of Teaching and Learning, Pastoral Coordinators and College Counsellor
- Oversee the pastoral, spiritual growth and behaviour of Senior School students
- Liaise with staff, students and parents to support and resolve student welfare and behaviour matters
- Model best practice teaching and learning
- Demonstrate a strong professional presence and the capacity to engage and inspire students
- Develop and maintain a culture which supports positive well-being
- Facilitate collaboratively as part of an educational team for the provision of a quality learning environment and curriculum

#### ORGANISATIONAL LEADERSHIP

- Establish, monitor and evaluate pastoral care, welfare and discipline policies and procedures in the Senior School
- Develop agendas, chair and keep suitable records of regular Welfare meetings
- Coordinate and manage welfare procedures and report to the Deputy Head of College and the Head of College on serious student welfare matters
- Implement the Suspension Policy when necessary, ensuring procedural fairness and informed by restorative justice principles
- Follow up Senior School discipline and bullying issues and communicate regularly with parents
- Follow up Senior School bus incidents/issues, and liaise with the Head of Junior School when Junior School students are involved
- Coordinate, together with the Deputy Head of College and Pastoral Coordinators, the camp program for the Senior School
- Facilitate the orientation of new students to St Mark's
- Communicate regular updates to parents about pastoral care and co-curricular events in the Senior School
- Contribute to staff professional development days
- Update the College community via the school newsletter
- Coordinate the Senior School Merit and Awards System
- Initiate a service learning program and contribute to the co-curricular life of the College
- Contribute to the update of Staff and Parent Handbooks
- In collaboration with the Head of Senior School, prepare the design and distribution of the School Diary on an annual basis
- Prepare lessons for and teach the number of periods per week as designated by the School's curriculum (0.5 FTE teaching load)

## STAFF AND COMMUNITY LEADERSHIP

- Contribute to and undertake professional learning
- Establish meaningful partnerships with external providers and community organisations
- Encourage community involvement in school activities and the active participation of parents, students and staff at school events
- Contribute to staff positive well-being activities
- Work collaboratively with the Head of Teaching and Learning to implement the Learning Support and Enrichment Programs, Tiered Learning structures, and IEPs (Individual Educational Programs)
- Attend and participate in staff meetings and staff professional development activities
- Attend all important school events and provide assistance to the Principal as required
- Attend all College related services as required

Commencement Date: TBA

Remuneration: Classification and Remuneration for this position will be determined by the level of experience of the successful candidate and range within CO2 – CO3.

## Applications

Letters of Application should include the following:

1. Cover letter
2. Resumé outlining teaching, pastoral and other experience relevant to this position
3. Cultural, recreational and sporting interests
4. A statement of educational philosophy
5. The names, addresses and telephone numbers of three confidential referees. One of these should be the applicant's present employer and one should be a minister of religion.