



# INFORMATION FOR APPLICANTS

## DEAN OF STUDENTS

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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.

# ABOUT ST MARKS COLLEGE

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## Our College

St Mark's College is a K-12 co-educational college initially established in 1996 at rented premises in Lidcombe and moved to our current Wattle Grove site in 1999.

St Mark's College is proud of its Coptic Orthodox heritage and this ethos exists in all areas throughout our school. Our faith is the cornerstone of our College community. The College is governed by the NSW Coptic Board of Education who is also responsible for our sister Colleges: St Mary & St Mina Coptic Orthodox College Bexley and St Bishop Coptic Orthodox College Mt Druitt.

Our school population consists predominately of Coptic Orthodox students; however St Mark's College is welcoming of students and their families from all backgrounds and cultures, currently boasting a current school population consisting of 21 different denominations. Increased interest from non-Coptic families who value the strong Christian ethos of the College currently attend from across 48 Sydney suburbs. The strong family feel of the College, the evident dedication and commitment of its professional staff, the particularly strong academic results achieved year after year are all elements that attract families wishing to enrol their children in a school that values education at both an academic and pastoral focus.

Participation in Music, Sports and other co-curricula activities is strongly promoted within the College, with the view to producing well-rounded individuals who can contribute positively to the future Australian society. Camps are an important feature of the College curriculum, providing important experiential learning and a diversity of cultural experiences for our students.

All of our students are encouraged to strive for excellence in all of their pursuits. Excellence is always defined in relative, rather than absolute, terms. Personal best becomes the reference point for these determinations. A strong and committed staff assist our students to achieve their educational goals, within a caring and safe environment.

# ABOUT ST MARKS COLLEGE

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## Our vision

St Mark's Coptic Orthodox College is a school that works in partnership with parents to create an atmosphere where Christian values and Coptic Orthodox tradition are the foundation of the school's practices and where students and staff feel secure and supported by all members of the school community.

The distinctive, sincere and continuous practice of Christian love, service and humility provides students with the opportunity to develop and display a high moral standard.

Our students are challenged to strive to achieve excellence and success in all areas of the curriculum by attaining their full potential, having confidence in who they are as Christian individuals and becoming active participants in Church and the Australian community



# OUR GOVERNANCE

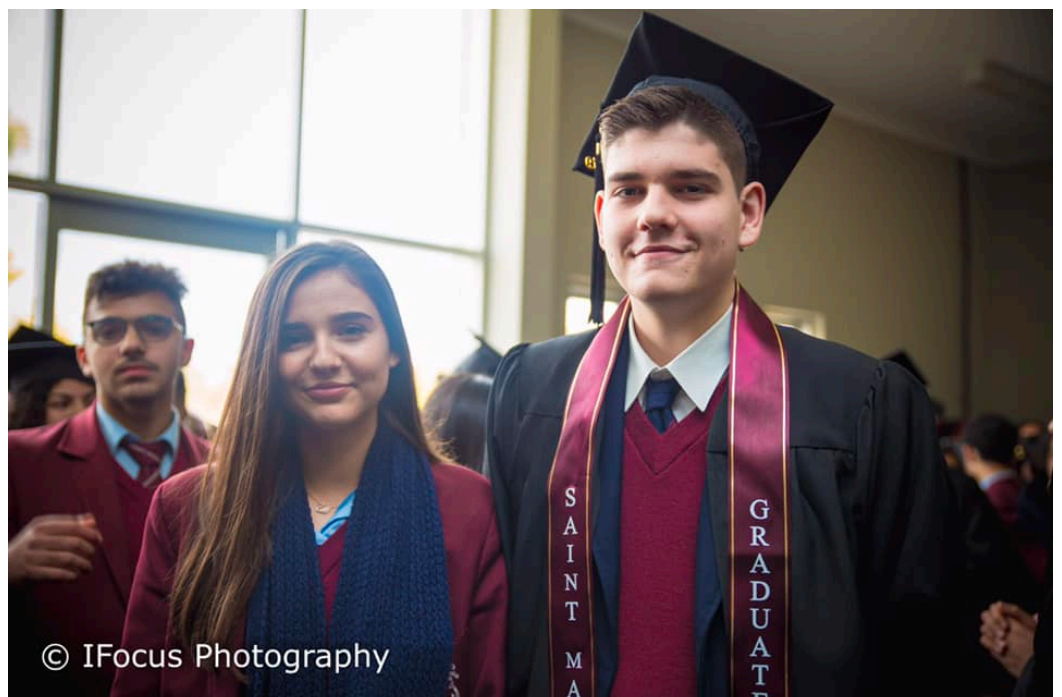
Saint Mark's Coptic Orthodox College is governed by the NSW Coptic Schools Board. They are the custodians of the College's past, present and future. Our Board members come with an array of experience from multiple disciplines.

The Head of College is appointed by the Board. The Board meets at least twice per term and has, in addition, workshops at which it considers governance and strategic long term planning issues. All directors of the governing body are responsible persons of good character in both the moral and legal interpretation of those terms.

Additionally a stated responsibility of the College Board is to ensure that the school complies with all legislation, State and Federal. This includes the responsibility to ensure that all appropriate records are maintained and to report as required to the Australian Department of Education, Employment and Workplace Relations and the NSW Minister for Education. For operational purposes, this responsibility is delegated to the Head of College who reports to the Board at each of its meetings.

The Head of College is not a director of the College Board, but attends, as of right, every meeting of the Board. The College Board is composed of a mix of people with a rich and varied set of skills including; education, law, finance, communication, parenting, building, planning and development. These people have as their prime purpose the fulfilment of the educational mission of the Coptic Church.

The College Board is responsible for the governance of the College and delegates to the Head of College the management and conduct of the College. The Head of College provides a comprehensive report to the Board at each meeting. As well, throughout the year when necessary or appropriate, the Board receives reports from various staff members on particular areas of their operations.



## Responsibilities

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

## Position Requirements

### 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 NESAs requirements to ensure school compliance

# THE POSITION

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## Responsibilities Continued...

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)

# THE POSITION

## 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

## Application Procedure

**Applications close: Monday 17 February 2020**

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.

# THE POSITION

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