



Job Description

Title:	Head of Year
Reports to:	Deputy Heads of Secondary - Pastoral Care
EBA/Award:	SCBC Teaching Agreement 2024
Commencement Date:	01 Jan 2027
FTE Admin Release:	Up to 0.4 FTE
Employment Type:	Permanent

Position Summary

The Head of Year is a key member of the Student Wellbeing Team, responsible for fostering a safe and caring environment where students can achieve their full potential.

This role involves working collaboratively with students, teachers, parents, and stakeholders to enhance educational outcomes, ensure the safety and wellbeing of students, and develop their spiritual, emotional, and leadership capacities. The Head of Year will lead a cohort of students and oversee their pastoral care, discipline, and academic success. The Head of Year will work in conjunction with the Pastoral Care Deputies to develop and deliver the protective behaviours and Wellbeing curriculum. The Head of Year will be responsible for leading a group of staff assigned to the pastoral care of their year group. In addition to pastoral duties, the Head of Year will maintain a teaching load and contribute to broader school initiatives and events.

Key Responsibilities

Student Wellbeing and Pastoral Care

- Lead and nurture positive relationships between students, staff, and parents to support students' spiritual, emotional, and academic development.
- Develop and improve pastoral programs that support and enhance student outcomes, fostering leadership and resilience.
- Implement and uphold the College's discipline system, ensuring a safe and focused learning environment for all students and staff.
- Actively contribute to College activities such as Year camps, assemblies, Homeroom and House activities to enhance students' sense of belonging and well-being.

Communication and Relationships

- Serve as the primary contact for students, parents, and staff regarding year group concerns, wellbeing, events and discipline.
- Maintain clear and effective communication channels, providing regular updates to parents and staff about student progress and addressing areas of concern.
- Liaise with the Head of Learning Areas (HOLAs) and other staff to address discipline and academic concerns, including attendance rate and classroom re-entries, within the year group or learning areas.
- Engage with external community services, including counsellors, psychologists, and chaplains, to ensure appropriate support for students in need.



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Leadership and Team Building

- Lead and support Homeroom Teachers within the year group to ensure a cohesive and supportive pastoral team.
- In conjunction with the Pastoral Care Deputies, prepare, share, deliver and facilitate Pastoral Care session Curriculum.
- Support the House team by encouraging and developing student leadership.
- Participate in the ongoing development of the College's pastoral care policies, ensuring alignment with the College's mission and values.
- Promote and model restorative practices in interactions with students and staff, ensuring respectful and positive relationships within the College community.

Administration and Reporting

- Oversee the accurate and professional documentation of student pastoral entries in the College assigned management systems.
- Monitor student attendance, wellbeing, and discipline trends within the year group, responding appropriately to emerging issues.
- Provide regular reports and updates the Deputies on matters related to pastoral care and student management.

Contribution to College Mission

- Uphold the College's Statement of Faith and contribute to the development of a school culture that reflects the College's Christian identity.
- Assist in building a safe and healthy workplace, following OH&S policies and ensuring the wellbeing of staff and students.
- Support key College events such as Year 12 Graduation, Presentation Evenings, Open Day, and Assemblies.

Note: This position description is intended to describe the general nature and responsibilities of the role. It is not an exhaustive list of duties, and responsibilities may vary to meet the operational needs of the College.

Selection Criteria

The successful applicant will demonstrate:

- Demonstrated experience in pastoral care and wellbeing support, with the ability to engage with students, staff, and parents in a compassionate and effective manner.
- Experience in developing and implementing pastoral and discipline programs that support student growth and wellbeing.
- Demonstrated ability to make impartial, evidence-based and fair decisions.
- A proactive, compassionate, and empathetic approach to student wellbeing and discipline.
- Strong organisational and administrative skills, with the ability to manage multiple responsibilities and deadlines.
- Demonstrated ability to build teams and foster a culture of effort and belonging.
- A positive, proactive attitude with the ability to foster an engaging, vibrant and enjoyable school culture.



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General Requirements

The successful applicant will:

- Have a personal faith in, and commitment to, the Lord Jesus Christ.
- Actively be a part of a Church or Christian community and exemplify Christian beliefs, behaviour, and practices.
- Accept and uphold the College's Statement of Faith.
- Build cooperative and supportive relationships with the Board, Principal, staff, students and parents.
- Demonstrate professional integrity and commitment to continuous improvement.
- Ensure that decision making is based on fact and is impartial and fair.
- Model respectful communication and appropriate professional conduct.
- Always act in the best interests of the College and its Christian ethos.
- Commitment to maintaining a child-safe environment in line with the College's values and policies.
- Maintain a current Working with Children Check.
- Maintain a current First Aid Certificate (or be willing to obtain one).
- Contribute to a safe and healthy workplace by:
 - following Work Health and Safety policies and procedures;
 - reporting hazards and incidents promptly; and
 - taking reasonable care for the health and safety of themselves and others.

How to Apply

To apply, please submit a 1 to 2 page document that:

- addresses the selection criteria; and
- outlines your passion for, and experience in, pastoral care.

Please email your application to the Head of Secondary, Nick Harris (nick.harris@scbc.wa.edu.au), and the Pastoral Care Leadership Team, Alexander King (alexander.king@scbc.wa.edu.au) and Caroline Crowther (crowtherc@scbc.wa.edu.au), by **Sunday 16 August**.