

## POSITION DESCRIPTION

	Effective Date:	January 2025
<b>POSITION TITLE:</b>	Director of Wellbeing (Years 7 to 12)	
<b>REPORTS TO:</b>	Vice Principal <i>Ultimately all roles report to the Principal</i>	
<b>DIRECT REPORTS:</b>	<ul style="list-style-type: none"> <li>• Chaplain</li> <li>• Head of <i>InsideOut</i></li> <li>• Heads of Year (Years 7 to 12)</li> <li>• Psychologist/Counselling Team</li> <li>• Indigenous Student Co-ordinator</li> <li>• Wellbeing Administration Assistants</li> </ul>	
<b>EXPERIENCE AND QUALIFICATIONS:</b>	<p><b>1. Job Specific</b> <b>Relevant professional expertise, including:</b></p> <ul style="list-style-type: none"> <li>• Tertiary level graduate qualification in Education (essential) and post-graduate in adolescent health, wellbeing or positive education (highly desirable).</li> <li>• Senior Leadership experience in an educational environment.</li> <li>• Meet all compliance requirements as an educator in Western Australia (including Teacher Registration)</li> </ul> <p><b>2. Management and Leadership</b> <b>Management and leadership experience including:</b></p> <ul style="list-style-type: none"> <li>• Ability to lead, manage and develop cohesive staff teams.</li> <li>• Vision and success in developing and managing operational aspects of a large Pre-Kindergarten to Year 12 School.</li> <li>• Strong sense of self-awareness and the ability to use it to lead by example.</li> </ul> <p><b>3. Communication and Interpersonal</b> <b>Excellent communication and interpersonal skills, including:</b></p> <ul style="list-style-type: none"> <li>• Proven track record of working and leading collaboratively.</li> <li>• Excellent oral and written communication skills.</li> <li>• Ability to model optimism and a growth mindset.</li> <li>• Driven by a genuine service ethos and able to inspire the same in others.</li> <li>• Supportive of Perth College's Anglican heritage and willingness to be part of the total life of the School.</li> </ul>	
<b>POSITION PURPOSE:</b>		
<p>The Director of Wellbeing (Years 7 to 12) is a member of the Leadership Team and is responsible for leading and enhancing all aspects of wellbeing relating to the day-to-day pastoral and academic progress of students.</p> <p>In conjunction with the Leadership Team, the Director of Wellbeing (Years 7 to 12) is a key person in advancing School culture, climate and effectiveness. They support and help to progress the School's Strategic Intent and has overall responsibility for the review, development, implementation and oversight of exceptional and bespoke Wellbeing programs, structures, policies and procedures which encourage personal best, character development and student wellbeing.</p>		
<b>KEY RESPONSIBILITIES:</b>		
<p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>➤ Engage with and demonstrate strategic leadership in Wellbeing programs and initiatives and contribute to the School's Strategic Intent.</li> <li>➤ Strategically plan, lead and manage change processes.</li> <li>➤ Be innovative and creative in thought and remain abreast of current educational, wellbeing and leadership trends and research.</li> <li>➤ Lead students and staff to advance a positive culture reflecting the Perth College Vision.</li> </ul>		

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### ***Student Wellbeing***

- Lead and manage the development of the social, emotional and physical wellbeing of our students.
- Review, develop, implement and oversee exceptional Wellbeing programs, structures, policies and procedures.
- Lead the development and implementation of the School's bespoke *InsideOut* and Positive Psychology programs, enhancing educational and wellbeing processes and ensuring the philosophy and pastoral practices continue to support and deliver on the ethos and values of the School across Pre-Kindergarten to Year 12.
- Collaborate with the School community to oversee the provision of school-based and external support services to meet students' emotional, social and physical needs.
- Lead and support the development of Head of Year and Kaya teachers as innovators and leaders of effective change for enhanced student wellbeing.
- Oversee the process of student monitoring in relation to academic progress, wellbeing and engagement.
- Work with the Learning and Teaching team to create individually tailored pathways of success for students.
- Work with relevant staff on transitional programs to enhance student belonging and sense of identity.
- Oversee student engagement in School activities in conjunction with the Wellbeing Leadership Team.
- Drive the School's *InsideOut* philosophy to ensure the embedding of the program within Learning and Teaching and pastoral practices across the School.
- Oversee the growth of student leadership opportunities, structures and programs.
- Act as a point of escalation for case management oversight.

### ***Staff Leadership and Management***

- Foster positive working relationships through supporting direct reports to achieve personal and professional excellence in their roles.
- Work collaboratively with the Director of Learning and Teaching (Years 7 to 12), Director and Associate Directors of Junior School to provide direction in relation to professional learning and growth for staff in the area of Wellbeing.
- Lead and build the strategic capacity of our Wellbeing leaders and support staff.
- Model and grow contemporary practice in Wellbeing.
- Work with the Heads of Year and the Psychologist and Counselling team to oversee the operations and management of students at risk who require specialist care and manage other student-related matters.
- Support the Chaplain in fostering the spiritual dimension of life across the School.
- Oversee and liaise with appropriate staff to manage the Aboriginal and Torres Strait Islander programs, funding and policies.

### ***Organisational Leadership***

- Oversee appropriate behavioural management strategies to promote positive behaviour of students and to enhance wellbeing.
- Responsible for the management of risk and compliance obligations within the Wellbeing portfolio.
- Oversee the management of Psychologist/Counselling Team.
- Chair and participate in relevant committees.
- Lead and maintain effective and accurate communication with parents, students and staff on all relevant matters.
- Oversee the administration related to student attendance
- Oversee student and wellbeing events such as *InsideOut* activities.
- Work collaboratively with the Director of School Operations (Pre-Kindergarten to Year 12) to support successful full school activities such as House Arts, St Michael's Day and Carnivals?"
- Oversee the student wellbeing recognition and awards process, including co-curricular.

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- Keep up to date with emerging research relating to Wellbeing and appropriate strategies for improvement.
- Develop, implement and review all related policies, procedures, systems and strategies related to Wellbeing.
- Prepare and manage relevant recurrent and capital budgets.
- Any other duties as required by the Principal.

**SUCCESS CRITERIA:**

1. Demonstrate effective strategic planning, management and leadership skills.
2. Demonstrate success in the development, implementation, evaluation and ongoing improvement of Wellbeing initiatives.
3. Demonstrate effective delivery and evaluation of processes and practices to optimise the individual and collective wellbeing of students.
4. Demonstrate the use of evidence-based best practice in the strategic planning and delivery of Wellbeing programs.
5. Demonstrate an ability to foster and develop positive relationships with staff, students, parents and the wider community.
6. Demonstrate the effective delivery of projects outlined for their portfolio detailed in the yearly PC Operational Plan.

**Conditions**

Full time - with 0.2 FTE teaching requirement  
 Contract - 5 year Term