



Position Description

Position Title	Vice Rector Pastoral Care
Responsible To	The Rector
Responsible For	Head of Middle School Pastoral Guardians House Guardians College Counselling Team Outdoor Education Staff Pastoral Care Support Staff
Classification	Senior Leadership

Community

Padua College is an independent day school for boys from Years 5 to 12. Padua, a Franciscan school, and it is the only school in Australia owned by the Order of Friars Minor. We are a Catholic institution that is distinctively Franciscan.

Vision

We educate and inspire young men to live in the spirit of the Gospel following in the footsteps of St Francis of Assisi (1182-1226).

Mission

We provide a Catholic education that develops young men of wisdom, service and quiet strength.

Peace is a practical application of the Gospel where we demonstrate positive dialogue and engagement with others. Like St Francis, we are called to be instruments of peace and reconciliation in the world.

As a Franciscan school, the staff of Padua College are expected to base their behaviour upon the Gospel teaching of peace and good will to all.

Position Statement

As a member of the Senior Leadership Team (SLT), the Vice Rector Pastoral Care shares responsibility for the leadership of the College's Vision, Mission and Strategic Priorities, and contributes to the life and good management of the College.

The Vice Rector Pastoral Care has the responsibility to animate the Catholic Life and Mission of the College by *educating and inspiring young men to live the Gospel following in the footsteps of St Francis of Assisi*. This is achieved through the development and critiquing of policies and practices, and the integration of distinctive Franciscan Values into all aspects of College life. More broadly, the Vice Rector Pastoral Care supports the goals of the College Strategic Plan and the Annual Action Plan to pursue enhanced outcomes for all members of the College Community

Statement of Responsibility

The leadership and direction provided by the Vice Rector Pastoral Care will be consistent with Padua College's Strategic Plan; Catholic teachings, principles and values and; Franciscan Charism.

The Vice Rector Pastoral Care works in close collaboration with the Rector in the achievement of the acknowledged mission and vision of the College community. Additionally, the Vice Rector Pastoral Care provides specific leadership in those areas delegated by the Rector as designated in the Vice Rector Pastoral Care key results area.



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Health and Safety

As a staff member in the College Community, it is expected that compliance to Health and Safety Policies and legislation is adhered to:

- Ensuring the safety of self and others;
- Participating in fire and lockdown drills each semester;
- Maintain good ethics and professionalism that will earn respect of all College community members and work colleagues;
- Work harmoniously with other employees with due regard to their rights and employment conditions under the College's enterprise bargaining agreement and Fair Work legislation;
- Participate in Health and Safety meetings as required; and
- Taking appropriate care to always represent the College in a professional manner.

Key Result Areas

In partnership with other members of the Senior Leadership Team and colleagues, the Vice Rector Pastoral Care is required to:

Religious Leadership

- Share responsibility with the Rector, through personal example, in the provision of religious leadership and in the fostering of the Mission of the College that develops young men of wisdom, service and quiet strength.

Educative Leadership

- Share responsibility with the Rector, to inspire and engage our learning community in the development, implementation and monitoring of high quality teaching and learning programs.

Staff and Community Leadership

- Share responsibility with the Rector to:
 - Nurture appropriate relationships with staff, students, parents, the Parish, the Catholic community, the general education community and the wider community.
 - Promote a culture of professional excellence and shared practice by building staff capabilities through contemporary and relevant professional learning and regular monitoring of staff professional practice.
 - Foster a culture of positive wellbeing of students and staff.

Strategic Leadership

- Share responsibility with the Rector to:
 - Prudently plan for and resource the College's future directions in alignment with our Franciscan heritage and the attainment of our strategic goals.

Organisational Leadership

- Share the responsibility with the Rector to:
 - Monitor and review the College's processes, structures and resourcing allocations to respond to emerging educational needs and developments.



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Other

- Undertake safe work practices
- Any other duties as deemed appropriate to the individual's classification, skills and experience.

Scope of the Position

Under each of the key result areas is a range of activities in which the role holder might engage as Vice Rector Pastoral Care. The list is neither prescriptive nor exhaustive. The degree to which the role holder engages in these activities and others delegated by the Rector.

Religious Leadership

- Articulate and promote the school's mission, vision and founding story.
- Foster the Catholic ethos and identity of the school community integrating beliefs and values into all aspects of school life and learning.
- Articulate a contemporary understanding of theology and model attentiveness to their own spiritual formation for leadership.
- Support staff spiritual and theological formation.
- Facilitate and support the Religious Education curriculum and the religious and spiritual professional development of teaching staff.
- Create opportunities for faith enrichment of the College and its individuals in collaboration with the Chaplain and other members of the Formation Team.
- Articulate a contemporary understanding of theology and model attentiveness to their own spiritual formation for leadership.
- Lead and promote the ritual and liturgical life of the school.
- Nurture opportunities for Christian community service and social justice.
- Build Formation team to promote the liturgical life of the College in collaboration with the Chaplain.
- Develop the prayer life of the College so that it is an integral part of daily life at Padua

Educative Leadership

- Use current research trends and methods of data analysis to influence decision making around pastoral care processes at the College.
- Support and promote a contemporary Catholic educational vision with a focus on the student and staff as learners.
- Support and promote collective responsibility and accountability for student achievement and wellbeing.
- Review, develop and embed staff practices that promote positive attendance and monitor the absence of all students at the College life.
- Create and enhance systems for timely student profiling that allow for both qualitative and quantitative data capture and an improved sense of wellbeing for all students.
- Ensure the development and implementation of personal and life skills programs in line with the College's Mission and contemporary educational needs.
- Ensure the development and implementation of a College Wellbeing Program that is both age and phase appropriate.
- Embed an understanding of student leadership and leadership development across the College.
- Lead a team of staff that manages and embeds processes to support differentiated learning including the requirements of the National Consistent Collection of Data Processes.



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Staff and Community Leadership

- Lead a Pastoral team comprising of House and Pastoral Guardian's, Counsellors to effectively manage and administer the pastoral care of students at the College.
- Work directly with the Head of Middle School to create and embed a shared vision for learning within the middle phase.
- Lead the College Outdoor Education Team to implement an outdoor education framework across all year levels of the College
- Promote the management and mentoring of Pastoral Staff in their formation of young men.
- Inspire school spirit and an understanding of what it means to be a 'good man' at Padua.
- Facilitate the management of achievement records for all students at the College.
- Oversee all behavior management processes and restorative outcomes across the College.
- Oversee the induction and transition programs for new students to Padua College.
- Lead the performance development of Guardians and Pastoral Care Teachers.
- Generate collaborative processes between the Pastoral Team and the Learning Enrichment Centre to ensure the wholistic growth of all students at the College.
- Provide leadership and support to a counselling team, ensuring effective communication and collaboration across different domains of the College.
- Work in close collaboration with other members of the SLT to effectively deliver to promote a culture of high expectations and wellbeing.

Strategic leadership

- Monitor, engage in and convey all legislative requirements around student protection to the College by serving as a lead student protection officer and delegate of the Rector on all matters related to child safety.
- Inspire and engage the community through the implementation of a whole school approach to Pastoral Care that is delivered within each phase of learning.
- Contribute to a culture of reflection, self-review and improvement.
- Facilitate quality educational processes and intervention strategies for adolescent development, student well-being and adolescent growth.
- Establish and develop opportunities for partnership between the College, families and the broader community.
- Using a knowledge of community-based trends and current issues for adolescent development, generate engaging opportunities to create topical awareness for families within or local community.

Organisational Leadership

- Work collaboratively with the facilities team and the workplace health and safety officer to deliver effective practice around student safety procedures.
- With the Vice Rector Administration and Staff, develop and review processes for student organization and movement both on and off campus.
- Facilitate the alignment of school policies, processes and activities with the College strategic plan.
- Comply with policy and legislative requirements.
- Oversee the ongoing development and maintenance of the Amaroo Outdoor Education Centre.
- Undertake annual reviews including the preparation of annual reports for student safety, community engagement and absenteeism.



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- Implement the College's WHS and Student Risk Management strategies for student related activities.
- Review and update the Padua College student support framework and Student Protection Document on a regular basis.
- Maintain school facilities and resources effectively.
- Support effective communication and decision-making processes
- Facilitate the alignment of school policies, processes and activities with the school strategic renewal plan.
- Support effective communication and decision-making processes.

Knowledge, Qualifications and Experience

Such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position

Qualifications

- Current Queensland Teacher Registration (or the capacity to obtain)
- Demonstrated experience in school leadership
- Masters degree or equivalent

Key Selection Criteria

- Practicing Catholic who witnesses to Catholic beliefs and values.
- Demonstrates understanding of the way the role connects with the College's Franciscan charism.
- Demonstrates a capacity to implement a vision for boys' education.
- Is a highly accomplished and experienced school leader with recognized teacher qualifications including postgraduate qualification at a Masters-level.
- Has a proven track record in leading pastoral care and wellness programs.
- Has experience in implementing school wide programs, leading professional development and the performance management of staff
- Is an outstanding teacher with demonstrated skills relevant to the needs of learners in the 21st Century.
- Shows leadership skills in risk management including human resources and financial management.
- Demonstrates commitment to ongoing professional learning and renewal.
- Has a good knowledge and understanding of student protection and other legislative requirements relevant to the role.

Requirement

- Qualify and maintain a recognised First-Aid certificate

Commitment

- Commitment to the ethos of Catholic Education
- Commitment to the Mission and the ethos of the Franciscans
- Commitment to professionalism and competence in behaviour and work
- Commitment to pastoral care of students

Skills and Competencies

- The ability to lead and inspire a team through collaborative leadership
- The ability to manage staff
- The ability to prioritise and delegate where there may be multiple competing tasks

Personal Attributes

- Demonstrated empathy with young persons
- Demonstrated ability to work in a team environment



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- Presenting Padua College in a light which reflects the Franciscan ethos

Term of Appointment

The position is:

- Board appointed upon recommendation from the Rector
- Fixed Term (5years plus 5years)

Authority and Relationships

The Vice Rector Pastoral Care has:

- Full Authority to act within the role and enact the duties as outlined above as delegated by the Rector.
- The requirement to be responsible to the College Board through the Rector and works in collaboration with the other members of the Senior Leadership Team.

Delegation During Absence

In the absence of the Vice Rector Pastoral Care, the key responsibilities and authorities will be delegated by the Rector or nominee.

I, _____ have read and understood the Vice Rector Pastoral Care Position Description and agree to the responsibilities and authorities herein.

Signed: _____

Date: _____