

CENTRAL COAST GRAMMAR SCHOOL

POSITION DESCRIPTION



POSITION DETAILS

Position Title:	Director of Wellbeing K-6
Department:	Junior School
Date Established:	21 August 2017
Date Updated:	
Reports to:	Head of Junior School
Direct Reports:	Nil
Position Holder :	Vacant 2018

KEY OBJECTIVES

	Responsible for the overall development of School policies and practices relating to student wellbeing and pastoral care
	Proactively manage discipline matters in a comprehensive manner, communicating with key stakeholders and provide feedback and information in an appropriate time frame

COMMUNICATION

Internal:	Headmaster, Head of Junior School, Deputy Head of Junior School, Year Leaders, and other Executive members Teaching and non-teaching staff, parents and students School Psychologists Head of Learning Support
External:	Third Party Providers, Suppliers.

CONFIDENTIALITY

	This position will come across confidential information. Therefore a confidentiality agreement is required
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SPECIAL CONDITIONS

	<ul style="list-style-type: none">Physical demands in the role may include: lifting, movement, travel, talking, seeing/inspecting, standing/sittingEnvironmental conditions may include climate/ temperature, lighting, noise, hazards, ventilation, indoor/outdoor, separate office/open plan, etc.May need to be available outside of normal operating hours
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KEY RESPONSIBILITIES

- Manage discipline matters in a comprehensive manner, communicating with the Head of Junior School, Deputy Head of Junior School and Year Leaders
- Liaise with all parties involved in discipline matters to provide feedback and information as required, in the appropriate timeframe
- Maintain, develop and support high standards of discipline across the school, in line with School policies
- Provide effective leadership in the planning, development, delivery, and evaluation of student innovative K-6 wellbeing programs and discipline strategies, appropriate to the needs of the students K-6
- Engagement of the parent community in wellbeing programs, by creating a strong link between student learning and parent contribution
- Maintain a teaching load as directed by the Head of Junior School
- Manage the student support system for Junior School students, including student support referrals in liaison with the Head of Junior School, Deputy Head of Junior School and Year Leaders
- Lead and manage the Student Support and Wellbeing Committees, providing feedback to teachers and management
- Play a key role in the planning and organisation of key events
- Attend management meetings when necessary to plan, develop and review wellbeing and discipline strategies where needed
- Maintain high level knowledge of Child Protection matters
- Liaise with classroom teachers in relation to new students and their needs
- Responsible for the management of students in regards to after school bus services
- Coordination/supervision of Year 6 Leaders
- Organise weekly morning assemblies as required
- Initiate playground strategies to enhance student behaviour
- Collate information on various wellbeing and discipline matters and ensure that this information is passed on in a timely manner
- Compliance with child protection requirements
- Other tasks as required

Work Health and Safety

- Follow rules, instructions and safe work procedures
- Use equipment and substances only in accordance with manufacturers instructions and training
- Wear and use protective equipment and clothing provided in the correct manner
- Report any hazards or safety issues identified in the workplace to the Property Manager, or the Business Manager
- Participate in the Central Coast Grammar School Work Health and Safety consultation process by discussing WHS issues with the Property Manager, Business Manager and the WHS Committee members
- Observe all the rules, policies and procedures at all times to ensure a safe and healthy workplace for yourself and others.

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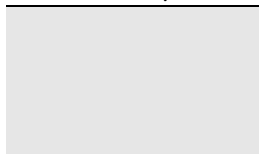
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- Provide for personal safety and the safety of others by ensuring that all plant and equipment, protective and first aid and emergency equipment is not altered or interfered with e.g. removal of safety guards or devices or first aid or safety equipment.

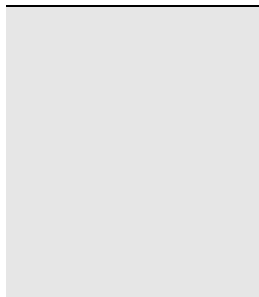
PERSON SPECIFICATION

EDUCATION/QUALIFICATIONS



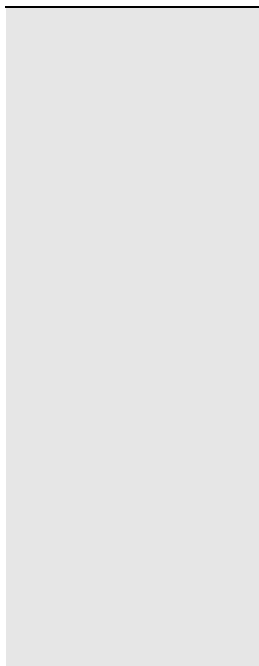
- Tertiary qualifications in teaching is essential
- It is desirable to hold a Post Graduate or special qualifications in Student Wellbeing, or extensive equivalent practical experience in a related role
- NSW Education Standards Authority (NESA) Accreditation

EXPERIENCE



- Excellent classroom teaching experience K-6 with comprehensive knowledge of the NSW curriculum
- Demonstrated experience leading students, parents and teachers in contemporary, innovative wellbeing programs and discipline strategies
- Demonstrated ability to effectively work with students, staff, management and parents on discipline matters
- Knowledge and experience to ensure compliance with legislative requirements and regulations relative to the education environment

ABILITY



The incumbent will have the capacity and ability to:

- Establish credibility with students, parents and educational staff
- Highly developed oral and written communication skills with a proven ability to consult, prepare and deliver reports and liaise effectively with Head of Junior School, Deputy Head of Junior School, Year Leaders, School Psychologists, Head of Learning Support, students and parents
- High level interpersonal, organisational and administrative skills and an ability to manage and coordinate projects and services to staff and parents
- Excellent skills in effective complaint management, conflict resolution and negotiation skills
- Demonstrated ability to lead and manage effective committees and promote a collaborative approach to the development and delivery of strategies aimed at improving student wellbeing and discipline
- Skills in digital literacy
- To work independently and as part of a team in an efficient and effective manner
- Demonstrated knowledge of WHS principles and practices to ensure work is conducted in a safe manner