



Securing Success...

ORANGE ANGLICAN GRAMMAR SCHOOL

ROLE DESCRIPTION:

Primary Pastoral Care Coordinator

Overview of the Role

Coordinators of Pastoral Care work with the Director of Primary, in consultation with the Deputy Headmaster and Headmaster. The Pastoral Care Coordinator has oversight of student welfare and wellbeing across the primary students. As a leader in a Christian School they should strive to be Christ-like in service and in their interactions with colleagues, students and their families.

Reports to

The Director of Primary

Works closely with

Stage Coordinators, Pastoral Care Coordinator (Primary)

Support

The Executive

Award

Leadership 1, 2023

Responsibilities

Pastoral Care Leadership

- Facilitate and oversee an effective approach to pastoral care and wellbeing in the primary school.
- Assist in the development and promotion of a positive school culture, leading the implementation of student pastoral care consistent with school values.
- Direct and encourage teachers' pastoral care to be proactive in implementing restorative practices, recording issuing merits and edumate infringements, monitoring uniform and attendance as warranted.
- Oversee House meetings.
- Assist in developing and processing fundraising initiatives with Primary House Captains.
- Monitor and respond to student infringements (both behavioural and uniform related) as appropriate.



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- Participate in relevant professional development.
- Make recommendations to the Director of Primary regarding relevant professional development needs and opportunities for primary staff.
- Brief the Director of Primary on the needs of individual students and/or groups of students, updating the progress made in catering to these needs.
- Monitor and develop a positive, encouraging and supportive tone and culture amongst the students of the Primary School.
- Coordinate pastoral care and wellbeing events, in consultation with the Wellbeing Coordinator, that promote the growth and development of students at school including self esteem and relationship building programs.

Student Care

- Monitor and manage the pastoral care of students in the primary school.
- Develop student connectedness (belonging) and help shape the Christian character of students in the school.
- Be aware of student support needs P-6 - academic, behavioural, emotional, social - and liaise between class teachers, Stage Coordinators, School Psychologist and parents to ensure positive outcomes for students.
- Demonstrate an understanding of the pastoral care needs of the primary students and be proactive in responding to these needs.
- Respond to specific requests from the Director of Primary in relation to the pastoral care needs of students.
- Communicate with the School Psychologist as required regarding the welfare of individual students in the primary school.
- Actively monitor students with challenging behaviour including communicating with parents as necessary.
- Liaise with staff, including the Director of Primary, Chaplains, Classroom Teachers, Stage Coordinators and School Psychologist, regarding the particular pastoral support needs of students in the primary school.
- Assist with the transition of new students into the school.
- Monitor and contribute to the development of the Primary student management system on Edumate.

Pastoral Care Program Development

- Oversee the P-6 student character development program, based on the 7 Habits of Highly Effective People by Stephen Covey, including staff professional development and the inclusions of concepts within classroom teaching and learning programs.



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- Collaborate with teachers to initiate and implement a proactive and engaging P-6 pastoral care program which develops a positive school culture, incorporating Christian character that includes the school values of truth, excellence and service.
- Assist students to understand how the gospel, as described in the Bible, ought to inform and shape their character.
- Assist with key pastoral care fundraising initiatives.
- Assist with developing student leadership training and support opportunities and activities within the primary school.

Administration and Communication

- Encourage classroom teachers to have regular contact with parents.
- Liaise with parents, classroom teachers, Stage Coordinators and other professionals regarding needs of individual students.
- Maintain clear and concise records of student behaviour and pastoral care on Edumate.
- Induct new staff members to the pastoral care reporting processes through Edumate.

Members of the School with leadership responsibilities are expected to:

- Have an active, committed Christian faith.
- Reflect and represent the views of the Headmaster to the School community.
- Attend School functions and activities with a generosity of spirit which models support for the school.
- Represent the School in a professional and considered manner.
- Provide innovative, Christian, effective and ethical leadership in their key areas of responsibility.
- Ensure that the Director of Primary is fully briefed of significant developments relating to the member's key areas of responsibility.
- Be aware of contemporary thinking and developments in their key areas of responsibility.
- Ensure good relationships with all past, present and potential members of the School community.
- Abide by the policies of Orange Anglican Grammar School.
- Or any other tasks as required by the Headmaster.

This position description is subject to change based on the School's requirements. All appointments at Orange Anglican Grammar School are subject to Child Protection Legislation. OAGS is a member of The Anglican Schools Corporation (TASC).