



Securing Success...

ORANGE ANGLICAN GRAMMAR SCHOOL

ROLE DESCRIPTION:

Pastoral Care Coordinator - Secondary

Overview of the Role

Coordinators of Pastoral Care - Secondary work with the Director of Secondary, in consultation with the Deputy Headmaster and Headmaster. The Pastoral Care Coordinator has oversight of student welfare and wellbeing across their allocated group of secondary 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 Secondary

Works closely with

Faculty Coordinators

Support

The Executive and Pastoral Care Team

Award

Leadership 1, 2023

Responsibilities

- As a member of the welfare leadership team facilitate and oversee an effective approach to welfare and wellbeing, with a particular responsibility for their allocated group.
- Assist in the development and promotion of a positive school culture, leading the implementation of student pastoral care consistent with school values.
- Oversee the implementation of effective pastoral care across the Secondary school.
- Direct and encourage teachers pastoral care to be proactive in implementing restorative practise, recording issuing merits and edumate infringements, monitoring uniform and attendance as warranted.
- Attend and contribute to the welfare leadership team meetings (usually weekly).
- Oversee House meetings and assist in developing and processing fundraising initiatives with House Captains.
- Monitor and respond to student infringements (both behavioural and uniform related) as appropriate.
- Participate in relevant professional development.

- Brief the Director of Secondary on the needs of individual students and/or groups of students, updating him on progress made in catering to these needs.
- Support the Director of Secondary with reference to student discipline and other matters related to the allocated group.
- Monitor and develop a positive, encouraging and supportive tone and culture amongst the students of their allocated group.
- Coordinating welfare and wellbeing events that promote the growth and development of students at school including self esteem and relationship building programs.
- Student Welfare.
- Monitor and manage the wellbeing of students in their allocated group.
- Develop student connectedness (belonging) and help shape the Christian character of students in the school.
- Be aware of student support needs: academic, behavioural, emotional, social and liaise between pastoral care teacher, class teachers, home and school psychologist with students.
- Take initiatives to care for students with identified needs and respond to specific requests from the Director of Secondary in relation to the welfare needs of students.
- Communicate with the School Counsellor as required regarding the welfare of individual students.
- Actively monitor students with challenging behaviour including communicating with parents as necessary.
- Liaising with staff, including the Headmaster, Deputy Headmaster, Director of Secondary, Executive, Counsellor, Chaplains, Pastoral care teachers, and Classroom teachers, regarding the particular pastoral support needs of students in their area of responsibility.
- Assisting with the transition of new students into the school.

Pastoral Care Program Development

- Collaborate with pastoral care teachers to initiate and implement a proactive pastoral care program which develops a positive school culture, incorporating Christian character that includes themes such as resilience, community, respect and anti-bullying.
- Assist students to understand how the gospel, as described in the Bible, ought to inform and shape their character.
- Demonstrate an understanding of the pastoral care needs of students and be proactive in responding to these needs.
- Monitor and contribute to the development of the Secondary student management system on edumate.
- Assist with key pastoral care fundraising initiatives.

Administration and Communication

- Encourage classroom teachers to have regular contact with parents.
- Liaise with parents and other professionals regarding needs of individual students.

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 Secondary 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).