

Assistant Principal: Wellbeing

Position Description



Loreto
COLLEGE BALLARAT | EST.1875



Assistant Principal: Wellbeing

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Loreto College is a Year 7-12 Catholic secondary school for girls in the tradition of Mary Ward with a current enrolment of approximately 960 students.

Loreto College Ballarat was the first of the Loreto Schools in Australia, established by Mother Gonzaga Barry in 1875. It is our vision, as a Loreto school, to offer a Catholic education which liberates, empowers, and motivates students to use their individual gifts with confidence, creativity, and generosity in loving and responsible service. The five pillars of a Loreto education are those of *Freedom, Justice, Sincerity, Verity and Felicity*. Loreto College has its foundation in the gospel of Jesus Christ and is proud to be part of and contribute to the larger Catholic community.

Loreto College Ballarat is an organisation committed to Child Protection and to the implementation of Childsafe policies and practices.

Position Overview

The Assistant Principal: Wellbeing (AP Wellbeing) will lead student wellbeing, articulating a clear vision and ensuring a whole-school approach to wellbeing and child safety. The AP Wellbeing will lead and implement policy and procedures to ensure that all students feel safe, valued, connected and supported in building the skills and attributes which will enable them to flourish now and in the future. The role oversees support and care programs appropriate to the varying mental and physical health needs of all students, including pastoral care and specialist services. With a firm focus on the education of girls, the Assistant Principal: Wellbeing will demonstrate a thorough knowledge and understanding of educational theory and practice and will lead all teachers in the delivery of best practice in achieving positive student outcomes.

The Assistant Principal: Wellbeing is a member of the Leadership Team and will contribute pro-actively to all aspects of College life. They will work closely with members of the Leadership Team and relevant teams to create a culture of collaboration to develop and implement all current and future student wellbeing programs.

This position involves a teaching load to be negotiated annually with the Principal.



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Key Responsibilities

Child Safety

- The AP Wellbeing will ensure that all College policies in relation to Child Safety and Wellbeing are in compliance with the law and meet government statutory authority expectations;
- Lead the implementation of the Loreto College Ballarat's Child Safe policy and Code of Conduct, and other College policies and procedures relating to child safety. This includes, but is not limited to Duty of Care, Diversity, Equity and Inclusion; Out of Home Care; Occupational Health and Safety; Privacy; First Aid etc.
- Ensure that, on a regular basis, all relevant policies are reviewed and ratified (if applicable) by the Loreto College Board;
- Regularly review and evaluate Child Safe practices and wellbeing risks;
- Ensure all school staff and volunteers complete training and understand their obligations relating to mandatory reporting, child safeguarding, information sharing and recordkeeping;
- Report to Ballarat Catholic Education Office and Loreto Ministries (where applicable), as the Principal's representative, any mandatory reports and inform the Principal of any child safety matters.

Strategic Leadership

- Contribute, support, and work with College Leadership Team to create a culture of continuous improvement in all areas of College life;
- Commit to working collaboratively in student wellbeing to build agency of staff and students;
- Implement the Wellbeing arch of the College's Strategic Plan and annual improvement plan ensuring goals are met;
- Maintain a knowledge of contemporary educational theory and practice especially in the education of girls.

Leading Wellbeing

- Actively support, model, and promote a responsive whole school approach to the wellbeing of students in daily College life consistent with restorative practices and positive psychology when interacting with staff, families, and students;
- Develop and lead a climate of excellence in student wellbeing through the application of clear standards, consistent practice, and effective collaboration with the Leadership Team, Directors, Year Level Coordinators, Student Counselling Team, staff, students, and families;
- Work closely with the Wellbeing Team in relation to current and emerging issues impacting student wellbeing;
- Lead, investigate, advise on content, and implement new initiatives and innovative contemporary practices in wellbeing programs across Years 7–12;
- Map and maintain a scope and sequence of wellbeing programs across Years 7-12;
- Work with the Felicitous Life Leader to continue to develop a holistic wellbeing program based on the principles of Positive Psychology;
- Review and implement the student wellbeing program so that it continues to express the values and emphasis of the Loreto Educational Philosophy and IBVM Mission Statement for Schools;
- Provide opportunity for staff to engage in professional discussion on student wellbeing;
- Lead regularly scheduled meetings of the Student Wellbeing Team
- Lead the SWAT (Student Wrap Around Team) meetings at each year level. Members include Learning Diversity staff, Counsellors and Year Level Coordinators;
- Meet regularly with the Counselling Team to plan and review student wellbeing needs and consider proactive ways to support current trends;
- Support and guide staff in addressing their responsibilities in relation to student wellbeing;



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- Support the Assistant Principal – Learning and Innovation in the process of preparing students for making subject choices and matters relating to the Learning Diversity department;
- Liaise with the Year 7 Coordinators regarding transition programs;
- Actively support the Year 7 Coordinators in the induction of Year 7 students;
- Liaise with Year Level Coordinators in the preparation of Mentor Groups for the following year;
- Coordinate an induction program for new students (Years 8-12);
- Oversee the implementation of student wellbeing surveys twice a year, work with the relevant services, report to the Wellbeing Team, Leadership Team and at times the Board;
- Oversee behavioural and uniform expectations including promotion, clarification of rules and follow up procedures.

Leading Communication and Engagement

- Ensure relevant child safety information is communicated and accessible to all students and staff, including knowledge of child safety officers and child friendly policies;
- Liaise with the Student Leadership Coordinator and Assistant Principal Faith and Identity in developing student leadership and supporting opportunities for development and committee participation;
- Work with various student leadership groups within the school to promote student led wellbeing initiatives;
- Supervise all communication in relation to matters of student wellbeing, behaviour and uniform matters ensuring a consistent whole school approach
- Ensure that written communication is provided to parents on all wellbeing matters;
- Inform parents and students of wellbeing developments within the school and where appropriate involve them in such developments;
- Prepare reports on areas falling within the brief of the Assistant Principal Wellbeing including the Annual Report to the Community, review documentation and other documentation when required to ensure compliance with legislative and Loreto Province requirements.

Other

- Other duties as required by the Principal.

Shared Responsibilities

Mission and Ethos

- Have a commitment to, and a clear understanding of the ethos of a Catholic School and the Loreto charism of Mary Ward;
- Support the Catholic ethos by taking part in staff and student prayer, retreats, social justice activities and voluntary service;
- Role model Christian values in all dealings with students, staff and parents;
- Maintain confidentiality at all times and demonstrate high professional standards within the College and community;
- Provide consistent public support both within and outside the College for school-wide policies, initiatives and strategic plans;
- Support and uphold the College's policies and procedures and the Child Safety Code of Conduct;
- Take reasonable care for their own health and safety and for the health and safety of others who may be affected by their acts or omissions and cooperate with anything Loreto College does to comply with OHS requirements.



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Key Working Relationships

Internal

Principal
Deputy Principal
College Leadership Team
Year Level Coordinators/Directors
Student Counselling Team
Staff
Students, Parents/Caregivers and Families

External

Local Support Services
Alumnae
Loreto Network
Local Primary and Secondary schools
Prospective families and students
Alumnae and Past Pupil's Association
Catholic Church Parishes, as appropriate

Committees/Teams

- Leadership Team
- Assistant Principal Team
- Wellbeing Team
- Student Wellbeing Action Team
- Risk and Compliance Committee
- Other committees as the needs of the College directs
- External committees and networks as required with the Principal

Key Competencies

The Assistant Principal: Wellbeing is required to demonstrate the following key competencies:

- **Strategic Leadership** - The capacity to lead in the delivery of initiatives for improvement and the management of change.
- **Communication** - Excellent skills in communicating to staff, students and parents/carers through the gathering and delivery of information.
- **Development of Others** - The capacity to develop others in their professional growth.
- **Planning and Organisation** - Excellent planning and organisational skills, demonstrating the ability to balance resources, timelines, and priorities to achieve objectives.
- **Problem Solving and Decision Making** - Excellent skills in problem solving and decision making, including the ability to be analytical and decisive when identifying solutions, making appropriate and timely actions.
- **Collaboration** - The capacity to lead and work with others in achieving common goals, objectives, and outcomes.
- **Continuous Learning** - An ongoing commitment to learning and self-development, particularly in relation to the curriculum and pedagogy for girls' education.
- **Ownership and Accountability** - Responsibility and accountability for the quality of their decision making, delegating, and reflecting objectively on events and actions.



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Key Selection Criteria – to be addressed in application

The Assistant Principal: Wellbeing is required to demonstrate the following key selection criteria in their application:

1. the capacity for leading improvement and change generating a sense of common purpose and agency
2. an understanding of best practice in contemporary and innovative education, particularly in the area of girls' education and student wellbeing
3. a commitment to actively support the ethos of a Catholic school and the Loreto charism of Mary Ward
4. a demonstrated commitment to the safety, wellbeing, and inclusion of all children
5. the ability to laugh at one's self, reflect and commit to continual learning

Experience and Qualifications

- Relevant tertiary and post graduate qualifications and experience related to the leadership responsibility
- Current Australian State-based Teacher Registration

Accountability

This Assistant Principal reports directly to the:

- Principal
- Deputy Principal