



Emmaus College is a proudly co-educational Catholic secondary college, established in 1980 through the amalgamation of St Thomas More College, a Christian Brothers' school for boys (1969-1979) and Chavoine College, a Marist Sisters' school for girls (1966-1979). Our school charism and motto, "To Know Christ", comes from the story of the Walk to Emmaus found in Luke's Gospel.

At Emmaus College, students are encouraged to live by the key core values of faith, knowledge and service and to achieve their best academically.

Emmaus aims to:

- promote and enhance student wellbeing
- ensure that students are able to acquire the skills necessary for 21st Century learning
- bring students to a knowledge and love of God

The College operates over two campuses, one in Vermont South and the other in Burwood. The Burwood Campus hosts a designated Year 9 program known as Y9@E. All staff employed at Emmaus College may be required to work at either or both campuses.

ASSISTANT PRINCIPAL – STUDENTS ROLE DESCRIPTION

The Assistant Principal – Students is appointed by the school for a term of three years and is a member of the Emmaus College Leadership Team. S/he is responsible for overseeing student welfare, management and the Pastoral Care Curriculum. The Assistant Principal – Students ensures that Emmaus College supports all students in its care.

NATURE OF THE ROLE

At Emmaus College, staff work in a multi-faceted role where duties include:

- Contemporary Teaching
- Pastoral Care and Child Safety
- Curriculum Development
- Professional Development
- Co-curricular Involvement
- General and Administrative duties

The Assistant Principal – Students reports to the Principal and works collaboratively with other members of the school Leadership Team. The Assistant Principal – Students also works closely with the Director of Students and heads the Student Wellbeing Team and the House Leaders Team.

As a member of the Emmaus College Leadership Team, the Assistant Principal – Students is expected to:

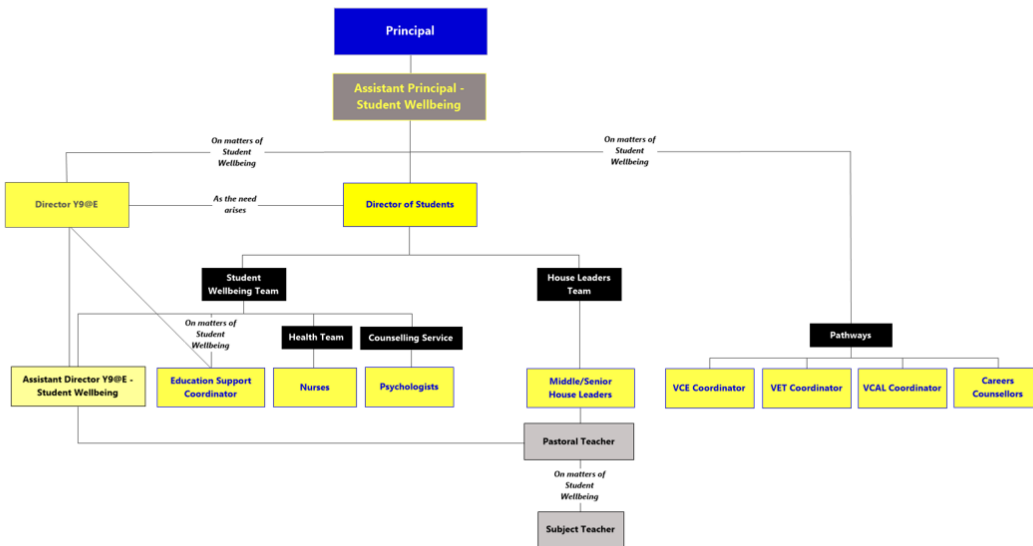
- attend staff meetings
- attend significant functions on the calendar as directed by the Principal
- support the Principal and other members of the Leadership Team by word and deed
- be available for overseas tours, camps, retreats and holiday periods as required



LEADERSHIP TEAM STRUCTURE



STUDENT WELLBEING STRUCTURE





MISSION AND CHARISM

At Emmaus College, staff:

- are expected to support the Catholic Ethos of the school
- are expected to work with the Leadership team in ways respectful of the Catholic tradition and the charism of the School
- are expected to support the School's Mission statement and assist in the implementation of the Strategic Plan and School Improvement Plan

PASTORAL CARE AND CHILD SAFETY

The Assistant Principal – Students is required to:

- oversee the development of a whole school approach to student wellbeing, student welfare and discipline which supports all students
- ensure staff are familiar with the appropriate policy documents and their implementation
- provide students with a child-safe environment
- be familiar with and comply with the school's Child Safety Policy and Code of Conduct, and any other policies or procedures relating to child safety
- proactively monitor and support student wellbeing
- exercise pastoral care in a manner which reflects school values
- implement strategies which promote a healthy and positive learning environment
- attend Year Level meetings/House meetings as scheduled
- attend all school assemblies
- attend school liturgical celebrations
- attend school organised activities relevant to House or Year Level, as required

CONTEMPORARY TEACHING PRACTICE

At Emmaus College, staff are expected to:

- develop a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs
- understand and adhere to state and national course requirements
- understand and adhere to the [Australian Professional Standards for Teachers](#)
- employ a variety of effective teaching strategies to effectively implement the curriculum
- give appropriate time to lesson planning and organisation
- keep accurate records of student attendance
- embrace the use of information and communications technologies to enhance learning
- engage in learning progress discussions
- monitor the progress of each student and provide meaningful and regular feedback to each student on their progress
- liaise with appropriate support staff in the implementation of the curriculum



CURRICULUM DEVELOPMENT

The Assistant Principal – Students is responsible for:

- the coordination of the Pastoral Program
- ensuring that staff are fully briefed on the Pastoral Program

In addition, all teaching staff at Emmaus College:

- plan, develop, review and evaluate curriculum in subject areas and at year levels taught
- develop assessment instruments in a collegial manner where whole group testing takes place
- evaluate digital learning materials and make recommendations to subject coordinators about their implementation
- create and evaluate online resources for the purposes of enriching the curriculum
- attend subject meetings as scheduled

PROFESSIONAL DEVELOPMENT

All teaching staff at Emmaus College are expected to:

- have current knowledge of curriculum initiatives in their teaching area(s)
- commit to ongoing professional development in their teaching area(s) and in the area of Student Wellbeing
- be open to researching areas of interest relevant to directions provided in the school's strategic plan, and in line with the position they hold
- continue development of ICT skills as technologies evolve
- participate in the staff appraisal process
- be an active member of a relevant professional association as duties permit
- participate in the Peer Mentoring Program
- support collegial learning by acting as a mentor or supervising and supporting a student teacher after consultation with the Assistant Principal of Teaching and Learning

CO-CURRICULAR INVOLVEMENT

Teaching staff at Emmaus College are required to:

- lead and support staff involvement in co-curricular programs
- proactively encourage students to participate in co-curricular activities
- act as a role model for participating students
- keep accurate records of student attendance and participation within the co-curricular activity
- create and maintain a safe environment in which students may enjoy their participation
- oversee the provision and care of relevant equipment materials and first aid requirements



GENERAL AND ADMINISTRATIVE DUTIES

At Emmaus College, teaching staff:

- contribute to a healthy and safe work environment and comply with all safe work policies and procedures
- maintain currency of first aid, mandatory reporting and anaphylaxis training
- demonstrate duty of care to students in relation to their physical and mental wellbeing
- attend all relevant school meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities
- participate in duty supervision as rostered and other supervision duties when required
- demonstrate professional and collegiate relationships with colleagues
- uphold the professional standards expected of a teacher
- perform other duties as directed by the Principal

ESSENTIAL QUALIFICATIONS AND ACCREDITATIONS

- Full Registration with the *Victorian Institute of Teaching* including a current National Criminal Record Check
- Relevant tertiary qualifications
- *Accreditation to Teach Religious Education in a Catholic School*

Please note that in accordance with *Ministerial Order No. 870* both *VIT* Registration and relevant tertiary qualifications must be sighted by the school.



Classification:	Deputy Principal – Category B	Time Allowance (minutes per week):	
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This Duty Statement is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. It is subject to review and modification by the Principal, in response to the changing needs of the School, and the development of skills and knowledge. Any additional responsibilities, as requested by the Principal or Assistant Principals, shall be determined through consultation and mutual agreement.

Working collaboratively with the Leadership Team, the Assistant Principal – Students assists in developing and executing the goals of the College, with particular oversight of those matters relating to student wellbeing and welfare. S/he provides leadership in the pastoral care of students and families, and promotes positive, staff, student and parent interpersonal relationships based on Jesus' example and teaching.

As a member of the Leadership Team, the Assistant Principal – Students is involved in whole school strategic planning and is expected to share in day to day school administration and decision making. In this regard s/he:

- assists in the development of the school's strategic planning
- identifies needs, initiates change and facilitates innovation in all areas pertaining to student wellbeing and welfare
- attends Leadership Team meetings each week
- may be required to step in as the Acting Principal on occasions where the Principal is absent or off campus
- assists the Principal in interviewing and appointing staff to both internal positions and those positions which are advertised externally, as requested
- acts as the Principal's nominee in the Annual Review Meeting process, when requested

The Assistant Principal – Students heads the Student Wellbeing Team and the House Leaders Team. S/he is assisted in the fulfilment of her/his duties by the Director of Students. Together they ensure the implementation of all pastoral care policies, including bullying and drug policies, and liaise with House Leaders and other staff to plan and coordinate appropriate responses to significant wellbeing concerns and issues. At all times their aim is to promote the wellbeing and management of individual students and the College community according to the policies and procedures of the College.

The Assistant Principal will, as part of his/her role, have a teaching load.

The Assistant Principal – Students has specific responsibilities in the following areas:

Implementation of the School Improvement Plan including:

- fostering a safe, supportive and stimulating learning environment characterized by realistic, achievable expectations
- working proactively to facilitate the achievement of Student Wellbeing Goals

Pastoral Care Curriculum including:

- in conjunction, with Pastoral Teachers, House Leaders and the Director of Students, developing the Pastoral Care Curriculum, and other student wellbeing programs and initiatives
- overseeing the delivery of the Pastoral Care Curriculum within the House Structure
- regularly reviewing the Pastoral Care Curriculum to ensure its relevance and cohesion
- implementing changes to the Pastoral Care Curriculum when a specific need has been identified

Pastoral Care including:

- ensuring parents are welcomed and have their needs and concerns attended to, either directly or by referral to another appropriate member of staff
- attending Program Support Group (PSG) meetings as necessary
- holding regular, formal meetings with the Student Wellbeing Team, including setting an agenda, chairing, and arranging for minutes to be taken and distributed to each member of the team and the Principal
- holding regular, formal meetings with the House Leaders Team, including setting an agenda, chairing, and arranging for minutes to be taken and distributed to each member of the team and the Principal
- meeting regularly with the Principal to discuss the needs of the students and staff, including any problems which are evident, and forthcoming events
- working closely with House Leaders, advising and counselling them as required, and meeting with each of them on a regular basis to discuss matters relevant to their House Group
- bringing relevant items discussed at Leadership, Student Wellbeing or House Leader meetings to the attention of staff
- modelling and implementing effective conflict management strategies
- consulting with College Psychologists and the Education Support Coordinator to ensure the optimal provision of these services
- working with the Director of Students and House Leaders to ensure that counselling and other special assistance is available for students in need
- working with the Leadership Team to prepare a calendar for Parent Forums, which includes topics related to student wellbeing and pastoral care
- together with House Leaders, taking particular care of, and interest in, new students and their transition into the Emmaus community
- monitoring and evaluating transition programs
- together with the Director of Education in Faith, House Leaders, and School Psychologists, taking particular care of students from Indigenous and non-English speaking backgrounds, to ensure that communication with their families is properly maintained and that they are included and integrating well into the school community

Student Management including:

- ensuring, with the assistance of the Director of Students and House Leaders, the consistent and just application of discipline in the school, across the year levels, with particular regard for punctuality, the standard of the school uniform, the appearance and behaviour of the students, graffiti
- in consultation with House Leaders developing, and monitoring the effectiveness of, Behaviour management Plans, for students with repeat breaches of student management policies

- managing issues relating to, or arising from, school bus travel and public transport, and/or other behaviour outside of school grounds while representing the school (through uniform or other means)
- creating a supervision roster for Friday afternoon detentions, ensuring equitable distribution of duties between her/himself, the Director of Students and House Leaders
- supervising Friday afternoon detention, as per roster
- consulting with the Principal in the case of serious behaviour issues where a student may warrant suspension from school and supplying to the Principal any relevant information
- emphasising the role of student management as a means of ensuring student growth and highlighting personal responsibilities, especially in regards to concern for, and service to, others

School Administration and Management including:

- providing assistance, support and advice to staff, most especially, House Coordinators, Pathway Coordinators, Education Support Coordinator and the College Psychologists
- consulting with the Assistant Principal – Staff and Operations and House Leaders to provide insight into potential student combinations, when Homeroom and Year Level lists are compiled

Community Engagement including:

- liaising with the Pastoral Associate to ensure that support is available to students and their families at times of need
- collaborate with the Principal to develop effective procedures for inclusion and participation of the wider Emmaus Community
- promoting student wellbeing initiatives through the College Newsletter and other forums

Professional Learning including:

- acting as a mentor for the Director of Students and House Leaders
- monitoring and supporting individual staff in the performance of their pastoral duties and acting as a mentor for their ongoing career development
- ensuring familiarity with current research, and best practice, in the area of Student Wellbeing and other related areas such as Positive Psychology

Communication including:

- establishing and maintain effective communication with all members of the school and wider community
- contributing to a spirit of welcome and hospitality in the school
- approving and co-signing letters sent to parents for excursions, camps, special events as needed. Any letter sent to an individual parent, by name, should be first sighted by the Principal.
- assisting in the proof reading of reports at the end of each semester, and maintaining high reporting standards with respect to content and tone

COMMITTEES, TEAMS AND ADDITIONAL MEETINGS

The Assistant Principal – Students is a member of the following committees and/or teams and as such is required to attend any associated meetings and action the minutes accordingly:

- Leadership Team
- Student Wellbeing Team
- House Leaders Team
- Parents and Friends Committee (chair)

ADDITIONAL QUALIFICATIONS, ACCREDITATIONS AND MEMBERSHIPS

In addition to his/her teaching qualification, it is desirable for the Assistant Principal – Students to hold, or to be working towards:

- a post-graduate qualification in the field of Student Wellbeing, Adolescent Health, Positive Psychology or similar
- a relevant undergraduate qualification outside of the field of Education

The Assistant Principal – Students should be an active member of her/his Parish.