



ROLE DESCRIPTION

Pastoral Care Advisor

Position Title	Pastoral Care Advisor
Reports To	Assistant Principal Pastoral Care Director Pastoral Care Years 7 and 8 and House Coordinator
Direct Reports	Pastoral Tutors in the House
Position Level	This is a full-time contract position with an on-going teaching position. The position comes with four-lines of teaching and a financial allowance. A performance development review is undertaken on a 4-year cycle or as required.

PURPOSE OF THE ROLE

A Pastoral Care Advisor is responsible for leading and facilitating the safety, health, well-being and development of students in Years 7 and 8 in their House. They are responsible for the day to day support of these students as well as the organisation and facilitation of various activities involving students in Years 7 and 8.

The Pastoral Care Advisor is responsible for participating in the leadership, development and promotion of the ethos and character of this Catholic school established by the Missionaries of the Sacred Heart (MSC). A Pastoral Care Advisor at Daramalan College is a facilitator of the spirit of Family at Daramalan College.

MAIN DUTIES

- 1. Leading, developing and maintaining the ethos and character of the College.**
 - Demonstrate an understanding of and value for MSC Spirituality and an ability and willingness to help lead the school in the MSC Spirit.
 - Create positive relationships with students, staff and parents that embrace the key values of the Spirituality of the Heart.
- 2. Leadership of pastoral care and the pastoral program across Years 7 and 8.**
 - Contribute to the development and implementation of school-wide policies relating to pastoral care.
 - Be an active member of the Pastoral Care Advisors team.
 - Work with their House Coordinator to develop positive House spirit and provide leadership of House and Year events.
 - Lead a team of Pastoral Tutors in the House including providing support and guidance.
 - Be an active presence in the College at key College and House events.

3. Leadership of the safety, well-being and the development of students in Years 7 and 8 in their House.

- Work closely with individual students and their families to assist them with their individual needs.
- Develop a broad knowledge of the students in their House in Years 7 and 8.
- Communicate effectively with students, parents and staff of the College regarding student matters and event information.
- Provide appropriate and timely feedback to students and parents about the safety and well-being of students and their academic progress.
- Ensure that the Director Pastoral Care Years 7 and 8 is kept well informed in a timely manner about issues relating to students' well-being.

4. Provide a climate of order and appropriate, respectful and polite behaviour.

- Work with staff, students and parents in administering the behaviour management policies and procedures of the College.
- Communicate expectations to students, staff and families effectively.
- Maintain open and productive communication with the staff in relation to student well-being issues.

5. Other duties

- Complete administrative tasks associated with students and events accurately and in a timely manner.
- Participate regularly in professional learning relevant to pastoral care and MSC spirituality.
- Model excellent teaching practice and interactions with all members of the college.
- Remain current in use of technologies.

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE / SELECTION CRITERIA

Specific requirements for this role include:

1. Appropriate qualifications and relevant experience for the role.
2. Willingness to support, promote and undertake on-going formation in MSC Spirituality.
3. Proven ability to lead others and to work collaboratively as a team member.
4. Ability to form positive relationships with students, parents and staff.
5. A strong work ethic, high level management and administrative skills including the ability to communicate clearly and confidently, and to meet deadlines.
6. Evidence of the ability to facilitate a harmonious working environment and to manage conflict resolution.

Daramalan College has zero tolerance for child abuse, neglect, and other harm, and we are committed to providing and maintaining a child-safe culture within all aspects of our community. All candidates are subject to legislative and College screening processes and successful candidates must comply with School policies and relevant legislation relating to child protection.

Reviewed October 2024