

POSITION DESCRIPTION

Dean of Students



JOB CLASSIFICATION

Position title:	Dean of Students
Reports to:	Head of Secondary
Employment type and tenure:	Permanent, teaching position with a three-year fixed-term appointment to the promotional position of Dean of Students.
Department / School:	Secondary School
Industrial instrument:	The Queensland Anglican Schools Enterprise Agreement 2021
Position classification:	Teacher
Remuneration:	Teacher Salary + Promotional Position for Teachers (PPT) Level 3 Allowance + Superannuation
Last updated:	October 2024

ORGANISATIONAL CONTENT

Matthew Flinders Anglican College is a co-educational College that cares for more than 1400 students in P-12 and 140 Early Learning Centre children. The College was established in 1990 and is located on the Sunshine Coast in Buderim. The College has extensive facilities, comprehensive sporting and co-curricular programs and is committed to using technology to enhance educational opportunities.

Our Mission

Through transformational learning experiences, we inspire our students to achieve academic excellence, develop a profound sense of humanity and be motivated to create positive change in the world around them.

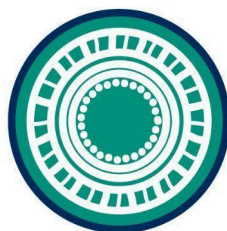
Our Vision

To Educate for Excellence in Learning and Life.

Our Values



Compassion: We are aware of suffering and are motivated to treat others with kindness, care and understanding.



Courage: We act bravely to overcome our fears, accept challenges and learn from our mistakes.



Integrity: We act with honesty, moral strength and grace, guided by humility and compassion.



Respect: We have a high regard for self and others, and for the wider community, and treat each other accordingly.

ABOUT THE POSITION

Position Summary

The Dean of Students will foster high-level relationships with staff, students and parents as they attend to the holistic needs of the students in the Secondary School.

The Dean of Students works closely with the Head of Middle School and the Head of Senior School as a member of the Pastoral Leadership Team. The role provides leadership, management and support in areas of pastoral care and wellbeing, student behaviour and appearance, leadership opportunities, and academic administration.

Key Objectives of this position include:

- Organise and/or assist in the delivery of Year Level events, including Camps.
- Assist in the development and delivery of pastoral programs in the Secondary School.
- Lead the development, implementation and review of policies and procedures regarding student behaviour and wellbeing.
- Take a lead role in enhancing and promoting a #proudtobefinders culture.
- Establish and maintain positive, respectful relationships with Secondary students, staff and parents.

Primary Relationships

- Report to the Head of Secondary via the Head of Middle School and Head of Senior School.
- Collaborate with College Counsellors, Heads of House and Homeroom Mentors.
- Provide pastoral support, guidance and advice to students, in liaison with parents, families and other key stakeholders.
- Liaise with staff, students, parents and members of the Flinders community.

Main Responsibilities

Pastoral Programs

- In collaboration with the staff listed as Primary Relationships (above), in addition to the Head of HPE, assist in all aspects of the development and delivery of the WELL4Life and Pastoral programs for students.
- Engage with the Flinders Speaker Series organisers to promote guest speakers on pastoral topics which may be of interest to parents and the wider community.

Year Level events

- Working alongside the Head of Middle School and Head of Senior School, organise or assist in the organisation of significant year level activities, assemblies and events.
- Investigate opportunities for signature events to be organised which 'signpost' the students' passage through the Secondary School.
- In collaboration with the Head of Middle School organise Year 7 and 8 Camps, including overseeing budget, resourcing and alignment to the Pastoral Program.
- Attend Year 7 & 8 Camps (3 day camps).
- In collaboration with the Year 9 Project Leader, assist in the organisation of Year 9 Discovery Tours, and attend as required (3-4 day camp).
- In collaboration with the Head of Senior School, assist in the organisation of Year 11 Retreat.

- In collaboration with the Head of Middle School and Head of Senior School, assist with the planning and delivery of Leadership Days across the Secondary School.

Student Wellbeing

- Develop and nurture relationships with students in the Secondary School and their families.
- Communicate effectively and efficiently with other members of staff, including College Counsellors, about the wellbeing needs of students in the Secondary School.
- Working closely with Homeroom Mentors, establish for students a clear understanding of the College's uniform and behaviour expectations and the development of #proudtobefinders approach.
- Facilitate authentic opportunities for cross-age interactions between students and other members of the College community.

Student Leadership

- Work closely with the Head of Middle School and Head of Senior School to establish leadership opportunities and the development of leadership skills for students in the Secondary School.

Parents

- Maintain close links with parents regarding matters relating to their child/ren.
- Maintain a proactive approach to providing support for the family where appropriate.

Teaching and Learning

- Maintain a teaching role at the College with an approximate teaching load of 0.4FTE.
- Model proficiency as a classroom teacher, as described by the Flinders Framework for Teaching, and serve as a role model for colleagues through professional practice.
- Deliver engaging, relevant and dynamic learning experiences for Secondary students.

Administration

- Working closely with the Head of Middle School and Head of Senior School, monitor academic progress of students in the Secondary School, liaising with subject teachers/Homeroom Mentor where intervention, support or affirmation is required.
- Monitor student absences, behaviour, uniform and other pastoral care entries, escalating ongoing or significant issues to the Head of Middle School or Head of Senior School.
- Lead the process for detentions and communicate concerns with the Heads of House.
- Provide ongoing feedback and support to Homeroom Mentors and Heads of House.
- Provide support and encouragement for students in the Secondary School through attendance at Co-curricular activities in which they participate.
- Actively support the Heads of House in their organisation of whole Secondary School events such as Swimming, Cross Country and Athletics Carnivals.
- Assist in the set up of Assemblies across the Secondary School.

ABOUT YOU

Person specification

Essential qualifications

- Registration with the Queensland College of Teachers (QCT) or ability to obtain registration
- Degree level qualification/s

- Post Graduate Qualification/s (highly advantageous, not essential)
- First Aid and CPR Qualifications, or willingness to obtain
- Open and unrestricted Queensland drivers license

Knowledge, experience and attributes

- Understanding of pastoral care and student wellbeing principles
- Knowledge of student behaviour management and the development of leadership skills
- Awareness of policies, procedures and professional boundaries regarding student behaviour, wellbeing, and pastoral programs
- Demonstrated leadership skills with the ability to inspire and guide students and staff
- Experience in planning and delivering pastoral programs and events, including camps, retreats, and leadership activities
- Strong written and verbal communication skills, with the ability to build strong professional rapport with students, parents, and staff
- Excellent time-management and administrative skills, ensuring the ability to meet deadlines and manage multiple responsibilities effectively
- A high level of interpersonal skills, fostering positive relationships with all members of the College community
- A proactive and collaborative approach to teamwork, contributing actively to the life of the College
- High level of professionalism and commitment to student wellbeing and development
- Capacity to inspire a sense of belonging and pride among students

STATEMENT OF COMMITMENT

Safeguarding our Students

Matthew Flinders Anglican College supports the rights of children and young people and is committed to ensure the safety, welfare and wellbeing of Students. Matthew Flinders Anglican College is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees.

To ensure the safeguarding of our students, all employees must have a current Employee Working with Children Check (Qld Blue Card or Qld Teacher Registration) before commencing work. In addition, included throughout the recruitment process are checks of suitability for employment with children.

Workplace Health and Safety

Matthew Flinders Anglican College is committed to ensuring the physical and psychological health, safety and wellbeing of our people. Employees (including contractors and volunteers) must comply with all legislative requirements in respect to Workplace Health and Safety and follow all policies, procedures and codes to ensure a safe and accident-free workplace is maintained.

Equal Employment Opportunity

Matthew Flinders Anglican College is an equal opportunity employer. We recognise that teams who reflect a diversity of lived experience, identity, perspective, and background help us to create a healthy and inclusive working culture where our staff, students and community can thrive.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered to meet the changing operational needs of the College.



Matthew Flinders Anglican College

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"Surrounded by our past, united by our future." Artwork by David Williams of Gillimbaa.