



EMPLOYMENT OPPORTUNITY

Currently available

DEAN OF STUDENTS 10-12 TERM 3 2022 (1.0 FTE)

Toongabbie Christian College is a Kindergarten to Year 12 co-educational College in the western suburbs of Sydney. The College is a ministry of Toongabbie Baptist Church. Our purpose is to function as a Christian community in supporting families by providing quality education to develop the whole person in a Christ-centred, caring environment for life and eternity.

Toongabbie Christian College seeks to appoint a **Dean of Students** who will:

- Maintain a commitment to a faithful walk with the Lord Jesus Christ
- Demonstrate ongoing commitment to the College's Purpose and Purpose statements
- Commit to a growing understanding of the place of education, teaching and learning from a Biblical Worldview
- Set an example to students, staff and parents/carers in matters of faith and conduct

The Role

- This is a permanent full-time position commencing 17 July 2022 (Term 3)
- The ability to teach an HSC subject
- Role description is available at www.tcc.nsw.edu.au

Application documentation must include:

- Completed and signed Toongabbie Christian College Teaching Staff Employment Application Form, available at www.tcc.nsw.edu.au
- Full CV to demonstrate suitability for the position, including qualifications, relevant experience, current position responsibilities and employment history
- Certified copies of qualifications
- Current Working With Children Check or an ability to obtain such a check
- Evidence of a First Aid credential or a commitment to obtain such a credential by the commencement date
- Comply with all current and amended NSW Public Health Orders providing evidence of double vaccination with the application

Application process

- **Only applicants eligible to work in Australia may apply for this position**
- Submit application via email only - employment@tcc.nsw.edu.au
- Indicate in subject line the following: **Application: Dean of students 10-12**
- **ALL DOCUMENTATION SUBMITTED AS A SINGLE PDF DOCUMENT**
- Specific enquiries regarding this position may be addressed to Mrs Gai Thomas, Deputy Principal Secondary at dpsec@tcc.nsw.edu.au
- Closing date: 13 May 2022 at 9.00am AEST

Selection process

- Applicants will be contacted and informed whether their application has progressed to the interview stage
- Shortlisted candidates must be available for the interview schedule on 19 May 2022 from 2.00pm onwards
- Commencement date – 17 July 2022

The College as a Safe School Organisation actively promotes the safety and wellbeing of all children. We are committed to protecting children from abuse or harm, in accordance with our legal and ethical obligations including Child Safe Standards. All applicants need to have a current Working with Children Check or be eligible to obtain a WWCC by the time employment commences.

ROLE DESCRIPTION

DEAN OF STUDENTS 10-12

1. PURPOSE OF THE POSITION

The Dean of Students 10-12 is responsible for the pastoral care and wellbeing of students in these years and liaising with relevant staff in regard to student matters. The responsibilities include organisation and administration of relevant Year 10-12 matters.

2. REPORTING RELATIONSHIPS

- > Reports to _____ Principal
- > Direct Report _____ Deputy Principal Secondary
- > This position _____ Dean of Students 10-12
- > Non-reporting relationships _____ Deputy Principal Teaching and Learning
Dean of Curriculum Secondary
Dean of Students 7-9
Dean of Academic Administration
ICT Operations Manager
Heads of Faculty
Head of Sport Secondary
Head of Learning Support Secondary
Head of Library Services
Academic Administrator Secondary
Advanced Learning Teacher
Counselling Team

3. PERSON SPECIFICATION

- > Outstanding experience in advocating strategies that enhance student outcomes.
- > Be an outstanding classroom practitioner with a proven track record of high levels of student achievement and academic compliance.
- > Capacity to foster an environment in which every student is given the opportunity to realise their full God-given potential in educational, spiritual, sporting, cultural and personal pursuits.
- > Experience in building a connected positive College culture fostering student belonging and pride and student pastoral and academic care.
- > Sensitively handle matters of a confidential nature.
- > Demonstrate servant-leadership skills and negotiation skills.
- > Excellent written and verbal communication skills.
- > Understanding and interpretation of current research into student engagement and wellbeing, research-based wellbeing modules.
- > Understanding of disabilities, including those of a social and emotional nature.
- > Demonstrate proactive initiative.
- > Proven track record of being highly organised and performing duties and responsibilities in an accurate and timely manner.
- > Possess excellent behaviour management strategies including restorative practices and a commitment to following through with behaviour management policy and procedures.
- > Excellent personal relationship skills with students, parents/carers, colleagues and where applicable external agencies.
- > Ability to demonstrate compassion and understanding towards students, parents/carers and other stakeholders in all interactions.
- > Ability to demonstrate humour.
- > Demonstrated authentic love for our Lord and Saviour, Jesus Christ.

4. RESPONSIBILITIES

Demonstrated commitment to

- > Maintain a commitment to a faithful walk with the Lord Jesus Christ.
- > Demonstrate ongoing commitment to the College's Purpose and Purpose Statements.
- > Commit to a growing understanding of the place of education, teaching and learning within a Biblical Worldview.
- > Setting an example to students, staff and parents/carers in matters of faith and conduct.

Liaison with Staff and External Agencies

- > Establish a professional relationship, underpinned by good and consistent communication with the Deputy Principal Secondary in relation to student academic and pastoral needs.
- > Liaise with key staff overseeing Student Leaders.
- > Collaborate with the Deputy Principal Teaching and Learning, Dean of Curriculum Secondary and Deputy Principal Secondary for the design of an outstanding Christian teaching and learning program that fosters deep engagement with learning and sustained improvement in learning.
- > Oversight of the Year 10-12 Biblical Life Studies Program initiative in collaboration with key staff.
- > Work closely with the Head of Learning Support Secondary in regard to students with additional needs.
- > Establish and maintain professional working relationships with the Dean of Students 7-9 to ensure a continuum of academic and pastoral care for Years 7-12.
- > Develop and maintain professional relationships with Secondary staff.
- > Establish and maintain Years 10-12's interaction with the Head of Junior Primary and Head of Senior Primary forming part of the College Buddy Program in collaboration with the Dean of Students 7-9.
- > Liaise with external agencies, eg Police Liaison Officer, DCJ (and associated NSW Government Departments), AISNSW, schools from which students are transferring into Years 10-12, external Counsellors/Psychologists, etc.
- > Arrange meetings with necessary stakeholders including parents/carers, students, staff and potentially external agencies regarding student matters.
- > Keep staff informed of relevant student matters in Years 10-12 in a variety of different forms, eg meetings, email, documentation sharing, etc.
- > Engage with Counselling Services in relation to student wellbeing.
- > Develop and maintain a working relationship with the Careers Adviser.
- > Attendance as well as positive participation and contribution as a member of the Secondary Leadership Team (SLT) and Secondary Wellbeing Team.
- > Develop and oversee Years 10-12 student leadership development and opportunities.
- > Engage with relevant staff in the development of Individual Education Plans for students in collaboration with Head of Learning Support Secondary.
- > Assist Heads of Faculty in identifying any patterns of difficulty in student academic development and creating intervention plans.

Administration and Organisation

- > Manage transitioning process of students from Year 9 into Year 10.
- > Manage transitioning process of students from other schools entering the College in Years 10-12.
- > Oversee class placements of new students into Years 10-12.
- > Support the Dean of Academic Administration and Academic Administrator Secondary in subject selection processes for Years 11 and 12.
- > Oversight of new school year commencement processes for Years 10-12.
- > Oversee update of College Handbook as applicable to Years 10-12.
- > Participate in update of Staff Handbook.
- > Oversight of parent/carer meetings with teachers for Years 10-12 in consultation with the Dean of Students 7-9 and other relevant staff.
- > Liaise with Deputy Principal Secondary regarding staff allocations for Years 10-12 Family Groups.
- > Lead and organise Information Nights for Years 10-12.
- > Develop and monitor the relevant budget components for Years 10-12.
- > Be meticulous in record keeping in regards to Year 10-12.

- > Conduct thorough and timely investigations into serious cases of student behaviour including student bullying.
- > Contribute to publications relevant to Years 10-12, including but not limited to ASCRIBE.
- > Maintain and oversee the relevant Canvas courses for Years 10-12 and upload relevant information pertaining to specific year groups on those course pages, when necessary.
- > Organisation, leadership and oversight of the Years 10-12 Camps Program, including risk assessment, staff training and child protection, in consultation with the Dean of Students 7-9 and the Deputy Principal Secondary.
- > Stay abreast of and participate in current developments in Secondary Schooling to strategically plan for and implement improvements in structures, policies, and assist with pedagogy and curriculum.
- > Support Deputy Principal Secondary, Dean of Academic Administration, Dean of Curriculum Secondary, Head of Learning Support Secondary and Advanced Learning Teacher organisationally and with students when NAPLAN and CogAT tests are administered.
- > Monitor student wellbeing administration through Sentral.
- > Writing of references Year 12.
- > Manage Senior Studies Room.
- > Management of study periods and flexitime.
- > Facilitate student access and applications to post-school tertiary TAFE programs, eg Early Access Schemes, SRS, EAS in consultation with relevant stakeholders internal and external.
- > Assisting with the implementation of the College's Wellbeing Framework as applicable to Years 10-12.
- > Leading the implementation of the collection of Wellbeing data in Years 10-12.
- > Leading the strategy of improving practice from the results of the collected Wellbeing data in Years 10-12.

Specific Duties for Years 10-12

- > Track and monitor the academic progress of students through a reading of semester reports for each year group.
- > Organisation of and managing logistics of HSC Minimum Standards Testing, Year 10 examinations, Year 11 examinations, HSC Trial examinations and HSC examinations in collaboration with the Dean of Academic Administration and the Academic Administrator Secondary.
- > Liaise with the HSC Presiding Officer.
- > Manage Illness and Misadventure process for students in Years 10-12 collaborating with Head of Faculty and Head of Learning Support Secondary.
- > Overseeing Distance Education programs consulting with Deputy Principal Secondary, Administrator of Distance Education Program at the College and Dean of Academic Administration.
- > Organising Year 7-12 Chapel in collaboration with the Dean of Students 7-9.
- > Facilitate events such as:
 - Secondary Presentation Night in collaboration with the Dean of Students 7-9
 - Activities which help build the positive culture and tone of Years 10-12.
 - Year 12 Formal, Graduation Ceremony and Year 12 Final Chapel.
- > Support and prepare students for life after school including information sessions for parents/carers.

Student Pastoral Care and Wellbeing

- > Establish Christ honouring culture and tone in Years 10-12 representing a welcoming, safe and inclusive culture for current and new students.
- > Develop and review the Years 10-12 Camps Program to support student wellbeing, pastoral support and their faith formation.
- > Oversee Years 10-12 Family Groups.
- > In collaboration with the Dean of Students 7-9, develop the devotional program for Years 7-12.
- > Monitor and celebrate student achievement and contributions to the Secondary School community.
- > Oversee Years 10-12 student attendance including monitoring patterns of attendance and updating the Deputy Principal Secondary.
- > Collaborate on the effective implementation of a positive behaviour management framework which includes restorative practices.
- > Oversee the implementation of the Behaviour Management, Wellbeing and Anti-bullying policies in Years 10-12.

- > Oversee the implementation of the Uniform Policy and ensure that students are accountable for their attire and appearance.
- > Provide opportunities for students to use and grow in their God-given gifts.
- > Collaborative oversight of wellbeing practices, which includes the development and implementation of preventative and positive approaches to behaviour management.
- > Manage patterns of misbehaviour where the intervention of the Head of Faculty requires additional support.
- > Identify students at risk with their learning and/or behaviour and liaise with relevant staff to implement appropriate intervention strategies.

General

- > Attend, support, promote and engage in Secondary School events and act as the Principal's representative at College events specific to Years 10-12.
- > Maintain external communication with parents/carers in regard to student pastoral care and academic progress.
- > Involvement in Secondary School and whole College activities (staff meetings, etc) and co-curricular activities, as directed by the Deputy Principal Secondary and Principal.
- > Attend Open Days and other events associated with marketing.
- > Attend Compliance sessions as directed by the Principal.