



Job Description DP Pastoral Care

JOHN PAUL COLLEGE

Vision Statement: To develop lifelong learners with a commitment to excellence, and a desire to contribute to society and the church's mission.

Reports to:

Principal

Functional Relationships with:

Senior Leadership Team,
Pastoral Team, Deans, Counsellors, Senco & LSC, & All Staff

Purpose

- To place Christ at the centre of the College.
 - To ensure that teachers are able to engage with students in meaningful and productive ways within the classroom setting.
 - To ensure that the campus is a safe and positive environment for students.
 - To oversee all aspects of student pastoral care.
 - To be the line manager for the Pastoral Team and the School Nurse.
 - To lead the college discipline and restorative systems
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Key Tasks	Performance Indicators	Expected Outcomes
• To support the Special Character of the College. • Maintain a highly motivated and effective deaning system. • Ensure high standards of student behaviour and communication regarding expectations of student behaviour • Ensure high standards of uniform and communication of expectations of uniform.	• Practices and traditions are maintained in classroom situations. • The values embodied in the School Strategic Plan are upheld. • Develop and implement appropriate clear policies and procedures to support deans on student behaviour management issues. • Develop the college Pastoral handbook. • Articulate messages on uniform, attendance and behaviour at school assemblies, Deans assemblies, school notices, and in the newsletter • Regular checks of student uniforms. Alongside the deans regularly checking inside classrooms. • Lead teachers and Deans in maintaining these standards.	• That the Special Character of John Paul College is supported in work with students and staff. • Ensure that the deans are fully engaged with their roles of supporting learning and maintaining the JPC standards. • To ensure that teachers are well supported by the Deans. • To ensure that the 'high concern' students are identified, communicated with (home&student), tracked and behaviour managed. • Deans can access support mechanisms and PD and do ask for assistance. • Sweat the small stuff so the big issues don't occur. • Students behave appropriately in and outside the classroom. • Students realise the importance of regular attendance at school. • Staff have a clear understanding of the expectations. • Students leave school wearing the uniform appropriately from home gate back to home gate. • School uniform is worn with pride.

• Line Manager of Student Receptionist, Counsellors and Nurse. • Advocate for and professionally develop staff in behaviour management and discipline strategy and in restorative practices. • Ensure the student support services - counsellors, nurse, senco & lsc, careers adviser – can be accessed by students appropriate to their needs. • Ensure an annual pastoral plan aligned with the pastoral goals is prepared and presented to the Board.	• To be actively visible during student break times in and around the grounds. • To manage the duty roster. • The Pastoral Team will be functioning well. • Develop professional development programme for staff in restorative practices. • Run as needed restorative meetings with students and whanau. • Establish protocols and referral pathways for students. • Support Deans in implementation of the board annual pastoral goal(s).	• Students are held accountable in a timely manner for breaches of behaviour or uniform standards. • Ensure that student's personal grooming is at the standard needed. • To check up on duty engagement with staff and follow up with staff mia. • Staff feel supported and guided in their roles. • Teachers and Deans feel supported in their pervasive role in managing student behaviour. • High level discipline is implemented when needed. • Students take responsibility and are accountable for their own choices. • Issues are resolved through the appropriate use of reconciliation, consequences, or combination of the two. • Students feel supported when in need. • Well prepared action plan and results are presented to the BOT on annual basis.
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• Build a house system to foster a sense of belonging. • Student Leadership via selection and appoint student leaders (Y13's) through a democratic and transparent process. Manage the Student Council in conjunction with the Year 13 Dean • TIC of School Assemblies/Gatherings. Communicate with students the successes and achievements of their peers and the school. • Ensure all out of school student gatherings are well organized and represented, including service activities. • Maintain a positive campus climate during the student break times. To maintain our campus as litter free and smoke/vape free.	• Lead the college interhouse competition. To arrange regular events (sports, clubs, charitable). • Oversee the Year 13 Dean who will provide support and training to leaders to allow more effective leadership at the school. • Follow the school leadership selection process. • Oversee the Year 13 Dean who will provide support and training to leaders to allow more effective leadership at the school. • Overall MC of school assemblies. • Organisation of assembly (speakers, powerpoint, general management) • Provide assemblies that are student focused, well celebrated, organized and focus on student achievement. • Liaise with the event organizers to ensure they are well organized. • To be a physical presence during break times. • To ensure that staff on duty are present and engaged with students in breaks.	• Students actively engage in and support house system. • Student leaders are respected and looked up to by other students. • Student Council is effectively run and there is regular feedforward from students to SLT and Board. • To ensure the highest standard of behaviour and mana is brought to our assemblies & gatherings. Entry and exit and general behaviour. • To ensure that assemblies celebrate success and achievement. • Manage the badge and tie rewards. • Out of school events receive positive feedback. • SLT in charge of school ball and other socials (disco's) • Co-ordinate the roster of staff on duty. • To meet the needs of students during the break time.
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• Manage conflict appropriately and work to achieve solutions. • To investigate and manage significant pastoral events. • To run and support a system of consequences (lunch or afterschool detention).	• To ensure that the wet weather spaces are operating. • Encourage open and frank communication with parents, students and staff. • To ensure that any process of investigation and reporting of significant pastoral events it of the highest standards. • To ensure that the incident reports for the principal are of a high standard that maintains the dignity of the student and their family. • Where appropriate support teachers with maintaining the college high standards. • To utilise as one of the pastoral tools a system of 'putting things right'. • To use the deaning team to support the system.	• Monitor and maintain standards around litter, behaviour, out of bounds etc during the break times. • To ensure the campus is smoke/vape free. • Is objective and composed in difficult and/or emotional situations. • Takes responsibility for resolving conflict before it escalates. • To either supervise deans in taking statements and general investigation or run that as DP. • Communication with the family • To ensure that Kamar is reflected. • To provide a DP report (and recommendation) to the principal should stand-down or suspension be a factor. To attend board subcommittee meetings. • Fair and appropriate consequences. • Students' mana is maintained – they learning the expressed standards.
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EXECUTIVE RESPONSIBILITIES

- Provide, in conjunction with the Principal and SLT, appropriate professional leadership which is supportive of the school's strategic plan, annual plan, general direction and policies.
- Participate in the school's SLT strategic planning to help set school's direction.
- Is fully supportive of the Principal in managing the school and deputises for the Principal when and as required.
- Participate in and take a lead role in development and review of programmes and policies for the on-going effective management of the school.

- Actively promote the Catholic character of the school charisms.
- Provide in conjunction with the principal and other senior leadership team members, effective communication links within the school and community.
- Represent the school on public occasions as required.
- To participate, as appropriate in own professional development in line with school development needs and identified personal professional objectives.
- Be the Chair of the Pastoral and Welfare subcommittee of the Board of Trustees.
- To monitor the use of vehicles by students. Ensuring parking, licenses and out of bounds car parks are maintained.
- Publish the year level specific student diary which is accurate, user friendly and durable. To keep this up to date and relevant.
- Implement and monitor a student attendance system which is accurate, timely and quickly identifies truancy and lateness.
- Produce a Student Care Manual and a Deans Manual which are comprehensive, accurate and user friendly.
- Oversee staff with responsibility for Bus Coordinator, Truancy, Sports Director
- Attend all the events where possible to monitor & supervise students e.g. School Ball, Activity Days.
- Orientation overview of new students to JPC, including orientating new students when Deans are unavailable.
- Oversight of processes involving students e.g. car passes, lockdown/fire drills, litter/keeping the school tidy.
- Responsibility for the extracurricular programme of JPC, including organising the Senior and Junior co-curricular prizegivings.
- Oversight of the Service Prefects (mentoring of these four Year 13's).

Signed: _____ Deputy Principal Pastoral Care

_____ Principal

Date: _____