

Position Information Document

Director of Students

Marcellin Campus

Context

Sacred Heart College is a Catholic secondary school in the Marist tradition, comprising two campuses: Champagnat (Years 7–9) and Marcellin (Years 10–12). Marist education values presence, practicality, and purpose, recognising that formation happens through relationships, example, and meaningful work. Our mission is “to awaken in young people the desire to grow, to contribute, and to find their place in the world” (*In the Footsteps of Marcellin Champagnat*, 2023, [112]).

The Director of Students is a senior leader who shapes the culture and climate of student life at the Marcellin Campus. Working closely with Heads and Assistant Heads of House, and the Counselling Team, the Director of Students ensures every student is known, supported, and held to high expectations. The role fosters strong collaboration between pastoral and academic teams, and contributes strategically to whole-school leadership, particularly in promoting the Catholic and Marist character of the College.

This role leads a dynamic, student-centred pastoral care program grounded in clear expectations, inclusion, and restorative practice. It champions student voice, wellbeing, and personal responsibility, recognising the deep connection between pastoral care and learning.

Broad purpose

The Director of Students is a key member of the Marcellin Leadership Team (“**MLT**”) and contributes actively to the strategic and day-to-day leadership of the campus. In this role, the Director of Students will:

- uphold and promote the Catholic identity and Marist values of the College in all aspects of leadership;
- work in partnership with the Deputy Principal and MLT to ensure high standards across student wellbeing, learning, and campus culture;
- stay informed of, and respond to, contemporary developments in curriculum and pedagogy, including those from SACE, ACARA, Marist Schools Australia, and Catholic Education South Australia (“**CESA**”);
- collaborate with staff, families, and external partners to support the holistic development of students;
- lead with empathy, integrity, and consultation, drawing on the collective expertise of colleagues to embed evidence-informed practice; and
- create the conditions for all students to feel known, safe, and empowered to thrive.

Key areas of work

Pastoral Leadership and Student Wellbeing

The Director of Students will:

- lead a student-centred, high-impact pastoral care program across Years 10–12, grounded in restorative practice, clear expectations, and positive relationships;
 - oversee the Heads of House and Assistant Heads of House, ensuring consistency in practice and alignment with College values;
 - chair meetings of Heads of House and ensure alignment across Houses in processes and expectations;
 - case manage complex student matters in collaboration with wellbeing, academic, and boarding teams;
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- ensure the delivery, coordination, and embedding of the Keeping Safe: Child Protection Curriculum and the broader Pastoral Care Program across Marcellin Campus, in line with mandatory requirements;
- lead the case management of student wellbeing and behavioural matters in collaboration with staff (including Boarding, as appropriate), families, and external support services to support positive student development and connection.

Strategic and Collaborative Leadership

The Director of Students will:

- contribute to the development, implementation, and review of the College Strategic Plan and Annual Improvement Plan, aligning pastoral leadership with whole-school improvement and student achievement goals;
- serve as an active member of the MLT, participating in decision-making and contributing to a culture of shared responsibility and high performance;
- mentor and develop pastoral staff, fostering a professional learning culture and consistency in practice;
- collaborate with College leaders, including the Director of Learning Enrichment, Director of Teaching and Learning, and Counsellors, to monitor and support students at risk;
- collaborate with academic leaders to ensure pastoral data and academic progress tracking (e.g., via SEQTA) are used holistically to support student outcomes;
- use student wellbeing data, behavioural records, and external evidence to inform decisions, identify trends, and guide proactive support;
- use internal and external data to identify trends affecting adolescent development and wellbeing, and respond to emerging needs through appropriate pastoral and strategic action;
- participate in enrolment interviews, campus tours, transition programs, after-hours reflection sessions (as required, including Saturdays), and other community-facing activities that support the mission and profile of the College;
- share in the leadership of the College in the absence of the Head of Campus; and
- lead and participate in professional learning that deepens expertise in student wellbeing, educational leadership, and Catholic identity.

Culture and Behaviour

The Director of Students will:

- foster a safe, inclusive, and respectful learning environment aligned with Marist values and the College's Levels of Intervention;
- co-lead the development, implementation, and review of behaviour management strategies and serious incident responses with the Head of Campus;
- promote and build staff capacity in restorative practice and consistent, constructive student management;
- organise opportunities for students to engage with relevant external presenters, both on and off campus, as part of a robust pastoral care curriculum; and
- ensure all pastoral and behavioural matters are documented accurately and actioned in line with College policy.

Student Leadership and Formation

The Director of Students will:

- lead student leadership structures and foster opportunities for voice, initiative, and service;
- promote faith formation and a contemporary expression of Catholic and Marist values in student life;
- work collaboratively with the Director of Marist Mission and Heads of House to embed formation, faith life, and service into the daily rhythm of campus life;
- lead opportunities for student formation through external providers, such as Operation Flinders; and
- coordinate key transition and milestone events such as Year 12 Graduation, Formal, Farewell, and Year 9 to 10 transition activities.

General

The Director of Students reports to the Head of Marcellin Campus and is ultimately accountable to the Principal.

As a senior leader and member of the MLT, the Director of Students is expected to model professional integrity, exercise sound judgement, and uphold the Catholic and Marist values of the College. They lead with empathy and professionalism, contribute actively to a collaborative and future-focused leadership culture, and engage in reflective practice. The role also involves supporting staff development, contributing to whole-school planning, and leading with a focus on continuous improvement and student wellbeing.

Leadership in this role aligns with the Australian Professional Standard for Principals, with a particular focus on fostering a safe, inclusive, and high-performing learning environment. A commitment to ongoing personal and spiritual formation in the Marist tradition is supported and expected.

Qualifications

Essential qualifications

- Current registration with the Teachers Registration Board of South Australia;
- Accreditation to teach in CESA;
- Demonstrated experience in a senior pastoral care or student wellbeing leadership role;
- Proven ability to lead staff and manage complex student matters with professionalism and integrity;
- Understanding of restorative practices, student wellbeing frameworks, and contemporary pastoral approaches.

Desirable qualifications

- Accreditation for Leadership in Catholic Schools (or working towards);
- Postgraduate study in Educational Leadership, Student Wellbeing, Theology, or a related field;
- Experience in mentoring staff or leading professional learning in student wellbeing or pastoral care;
- Familiarity with the Marist Charism and its expression in Catholic education.

Screening and Compliance Requirements

The employee must hold and maintain the following certifications and clearances throughout their employment:

- a current Working with Children Check, in accordance with CESA requirements;
- approved Mandatory Notification training (Responding to Risks of Harm, Abuse and Neglect – Education and Care);
- a current First Aid certificate or qualification (as applicable to the role); and
- any additional certifications, registrations, or qualifications necessary for the safe and effective performance of the role.

Workplace health and safety (WHS)

Workers have a responsibility to:

- take reasonable care for their own health and safety
- take reasonable care to not adversely affect another person at work through acts or omissions
- follow reasonable instructions given to ensure health and safety; and
- cooperate with reasonable policies and procedures made available to staff, which are designed to protect people at work.

In practical terms this means to:

- use appropriate equipment and safe work procedures designed to ensure health and safety;
- participate in training programmes as requested;
- report unsafe/unhealthy conditions (hazards) in their work environment;
- report incidents or near misses which have or could have caused injury; and
- become familiar with and follow the policies, procedures and information about WHS available to staff on Complispace.

PORs (Positions of Responsibility) and Managers are required to:

- ensure staff are aware of and follow WHS policy and procedures described on Complispace;
- participate in training designed to support their responsibilities;
- ensure staff in their faculty/department attend training and induction designed to inform and protect them about risks associated with their work;
- encourage the formal reporting of hazards and incidents arising in the workplace;
- inform school leadership about hazards or issues which do or could affect health and safety and over which they cannot exercise control;
- respond appropriately to staff reporting work related psychosocial issues which have the potential to affect health (e.g., conflict between staff, bullying, harassment, and violence); and
- participate in workplace inspections, incident investigations and other WHS activities on request.

Behavioural expectations and fair treatment in the workplace

Employees of Sacred Heart College are expected to:

- comply with the Code of Conduct for Staff Employed in CESA;
- comply with legislation, policies, procedures and protocols regarding the non-acceptance of any unfair workplace treatment – discrimination, harassment and/or bullying; and
- report any concerns and/or ask questions or seek assistance regarding anything you are unsure about.

Performance review

All employees are required to proactively participate in the College's Performance Development Program including periodic review.

Conditions of employment

The term of appointment is four years. Salary and conditions are in accordance with the South Australian Catholic Schools Enterprise Agreement (as amended from time to time). This position is classified as a Position of Responsibility (POR) 4 and includes a time release of at least 0.60 FTE. This release typically covers the equivalent of three teaching lines and a homeroom.

Reporting/working relationship

Immediately responsible to: Head of Campus

Line management from: Head of Campus

The College Principal is responsible for general employment conditions.

References

Institute of the Marist Brothers of the Schools. (2023). *In the footsteps of Marcellin Champagnat: Marist educational mission* (2nd ed.). Rome: Marist Brothers – Secretariat for Education and Evangelisation.