

DIRECTOR OF STUDENT WELLBEING

The teaching, learning and support which occur within our College takes place within the context of our Vision Statement.

"Kildare College, a Kildare Education Ministries Catholic Girls College in the Brigidine tradition, is a student-centred learning community, seeking to live out the message of Jesus Christ and the Gospels".

Our Kildare Ministries Core Values:

Wonder | Celebrating all that is good with joy and gratitude

Courage | Speaking and acting with integrity

Hospitality | Welcoming all

Hope | Bringing a sense of purpose

Compassion | Walking with and having empathy for all

Justice | Making the needs of the vulnerable paramount

It is our Core Values that inform every aspect of our work at Kildare as we educate our young women in partnership with their families.

APPLICATION PROCESS

Guidelines for Applicants

Your application is to meet the following guidelines:

1. A covering letter (maximum 1 page)
2. Personal Statement responding to the Key Areas of Responsibility listed in the Position Information Document (maximum 2 pages)
3. A completed Kildare College Employment Application and Declaration Form.

Timeline for Applications

- Applications close 9.00am, Thursday, 7 August 2025.

Qualifications and Training

The successful applicant is required to hold current certification in:

- Teacher's Registration (South Australia)
- Department of Human Services (DHS), Working with Children Check (WWCC) prior to being employed, which is to be renewed every five years before expiry,
- Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN- EC) – both Masterclass and Fundamentals training,
- First Aid training prior to commencement (HLTAID012 - Provide First Aid in an education and care setting).

For all other special conditions, please refer to the Position Information Document.

All enquiries should be directed to the Principal's Assistant on 08 83699999 or via email secretary@kildare.catholic.edu.au

Applications should be submitted in PDF format and be addressed to the Principal via email: vacancies@kildare.catholic.edu.au

POSITION INFORMATION DOCUMENT

NAME:	Successful Applicant
POSITION TITLE:	Director of Student Wellbeing (POR 4) + Permanent Teacher
COMMENCEMENT DATE:	Week commencing Monday, 12 January 2026 (Week -1)
TENURE:	4 Years (POR 4)
FTE:	1.00 FTE

INTRODUCTION

Kildare College is a Kildare Ministries Catholic Girls College in the Brigidine tradition, educating girls from Year 7 to Year 12. Established by the Brigidine Sisters in 1966, Kildare College is situated at Holden Hill in the north-eastern suburbs of Adelaide. The College has a current enrolment of 768 students.

DESCRIPTION OF POSITION

The Director of Student Wellbeing at Kildare College is a key leader responsible for supporting the social, emotional, and academic development of students in an all-girls' environment. This role focuses on empowering young women, developing character, fostering resilience, and promoting a positive school culture where every girl feels valued.

The Director leads the Pastoral Care Teachers and works closely with teams across the College, including the Counselling, House, and Faith & Mission teams—to ensure wellbeing is integrated into all aspects of student life. Through the role modelling of restorative practices, the development and facilitation of leadership programs and through an evidence-based wellbeing program and whole school initiatives, the Director guides the community towards the development of skills which nurture confidence and strategies to thrive both personally and academically.

KEY WORKING RELATIONSHIPS

- Principal
- Leadership Team
- Middle Leaders Team
- Counsellors
- Learning Enrichment Team
- Living Justice Living Peace Coordinator
- Indigenous Support Education Officer
- College Community

MEMBERSHIPS

- Member of Leadership Team
- Member of Middle Leaders Team
- Member of a Stewardship Council Committee
- Member of the House Leaders Team
- Member of the Counselling Team

KEY AREAS OF RESPONSIBILITY

OUR PRIORITIES

- Promote an inclusive College community spirit by embracing the ethos of Kildare Education Ministries.
- Create an atmosphere of intellectual excitement.
- Promote a vibrant and embracing social context.
- Provide explicit support for individual development.
- Facilitate wellbeing for learning opportunities, create quality learning spaces, resources and technologies.

SPIRITUAL LIFE OF THE COLLEGE

- Ensure the Kildare Education Ministries ethos and Core Values permeate all aspects of wellbeing for learning.
- Witness the Core Values of the College and the Kildare Ministries Living Justice | Living Peace Charter.

LEADERSHIP IN PASTORAL CARE

Lead the Pastoral Care Teachers

- Provide strategic direction and support to the Pastoral Care Teachers to ensure the delivery of high-quality pastoral care that meets the needs of adolescent girls, fostering their confidence, resilience, and sense of belonging.

Wellbeing and Pastoral Programs

- Oversee the development and implementation of pastoral care programs specifically designed to address the social, emotional, and physical wellbeing of girls, promoting their self-esteem and leadership skills.
- Collaborate with the Head of Middle Years and Head of Senior Years to evaluate the Girls Achieve (GAP) Program.

Support for Students at Risk

- Collaborate with the Counselling Team, House Team, Learning Enrichment Team, and external services to provide targeted, case management support for girls experiencing challenges, ensuring their emotional and academic safety and inclusion within the College community.

Restorative Practices

- Model and promote restorative practices, empowering girls to resolve conflicts, build respectful relationships, and develop personal accountability.

LEADERSHIP OF STUDENT LEADERS

Mentorship and Development

- Design, implement and conduct regular leadership programs and workshops that foster the personal growth and development of Student Leaders to help students refine their skills
- Foster the growth of young female leaders by providing mentorship and leadership development opportunities.
- Provide individualised guidance to support them through challenges and decision-making and equip them with skills to lead confidently and compassionately, encouraging active participation in the College's wellbeing culture.
- Work collaboratively with the House Team and key staff to oversee the student leadership application process.

Ongoing Guidance

- Facilitate regular meetings with Student Leaders to set objectives, monitor progress, and provide guidance on upcoming projects.
- Create a supportive environment where Student Leaders feel comfortable sharing ideas and seeking advice.

Student-Led Initiatives and Collaboration

- Support student-led initiatives in collaboration with the Faith & Mission Team and other stakeholders.
- Empower students to take charge of wellbeing events, service projects, and community engagement activities, promoting leadership in both formal and informal settings.

Event Planning and Support

- Collaborate with Student Leaders to plan and execute events aligned with the College's values and mission. Support key projects alongside staff members such as the Living Justice | Living Peace Coordinator and others, ensuring these initiatives are well-organised and impactful.

WELLBEING INITIATIVES AND INNOVATION

Innovative Wellbeing Strategies

- Lead the creation of proactive wellbeing strategies that address the specific needs of girls, providing opportunities for individual, small group, class and year level, including a case management approach as required. Focus on issues particularly relevant to young women, such as body image, mental health, friendship and personal identity.

Data informed Improvement

- Utilise data to evaluate existent programs, inform decision-making and continuously improve student support strategies and programs with a particular focus on understanding the experiences of adolescent girls.

Coordinate Theme Days and Events

- Oversee the planning and execution of key College events, including those that celebrate the achievements and wellbeing of young women, such as Girls Achieve Day, Brigidine Day and other student recognition ceremonies.
- Plan for the College's involvement in National events including Harmony Week, Wellbeing Week, National Reconciliation Week, Refugee Week and National Homelessness Week. Nurture opportunities for the embedding of stronger social awareness and citizenship in curriculum areas in alignment with College's Core Values, fostering a culture of respect, empathy, and solidarity among young women.

PROFESSIONAL LEARNING AND DEVELOPMENT**Staff Development in Pastoral Care**

- Lead professional learning for staff, with a focus on how to best support the development of girls through pastoral care, restorative practices, and wellbeing tools. Equip staff with the understanding and tools to empower young women in their care.

Active involvement in Wellbeing Trends and Initiatives

- Demonstrate a strong personal and professional interest in and awareness of the latest research and trends in girls' education and wellbeing, ensuring Kildare College's programs are contemporary, relevant, and responsive to the challenges and opportunities young women face today.
- Actively participate in networks that discuss contemporary trends and initiatives that support responses to challenges and position students to thrive.

ADMINISTRATIVE LEADERSHIP**Award Nominations and Recognition**

- Manage the nomination process for awards, ensuring the accomplishments of girls are acknowledged and celebrated in ways that inspire their peers.

Coordination of Key Events

- Arrange and manage a guest speaker program to address families and staff.

Policy Development and Review

- Regularly review and update a range of College policies, guidelines and processes to ensure they are aligned with best practices in supporting the social, emotional, and academic development of girls.

OTHER

- Regularly contribute to the College Blog and other College publications.
- Undertake associated responsibilities in response to the needs of the College and the above Key Areas of Responsibility may be varied as determined by the Principal.

PERSON SPECIFICATION

The Director of Student Wellbeing is expected to exhibit the following qualities and competencies:

- Demonstrate a commitment to the vision of Kildare College and a willingness to incorporate the ethos of Kildare Education Ministries into all aspects of their work.
- Apply and model excellent teaching and learning skills employing a broad range of learning strategies and learning technologies.
- Provide accomplished and respected educational leadership within the College community and beyond.
- Demonstrate excellent knowledge of the issues relating to the education of an all-girls school environment.
- Display highly developed communication skills that affirms teachers in their work with our College community.
- Demonstrate and possess highly developed organisational, administrative and strategic skills.
- Demonstrate highly developed interpersonal skills and proven ability to establish a strong, positive rapport with students, families, staff and external agencies.
- Display a high degree of accountability and efficiency in the carrying out of the duties.
- Be approachable and responsive to all members of staff.

SPECIFIC REQUIREMENTS

In addition, all employees will ensure that they are fully compliant and will take personal responsibility to maintain and complete their:

- Teacher's Registration (South Australia).
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA.
- At least 5 years of successful experience as an educator.
- Teacher Accreditation in Catholic Education SA (including completion of the Graduate Certificate in Catholic Education within 5 years of appointment. Applicants can be in the process of completing this accreditation.
- HLTAID012 - Provide First Aid in an education and care setting.
- Keeping Safe: Child Protection Curriculum.
- Kildare Education Ministries Child Protection Program.
- Be familiar with and understand Kildare College's WHS policies.
- Use correctly any equipment provided for health or safety purposes.
- The Director of Student Wellbeing will be expected to attend meetings both during and out of College hours. Some weekend work will be applicable to this position.

WORK HEALTH AND SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must:

- take reasonable care for your own health and safety.
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

(Reference: Division 4, Section 28 – SA WHS Act 2012)

CONDITIONS OF EMPLOYMENT AND PERFORMANCE APPRAISAL

- The Director of Student Wellbeing (POR 4) is offered in accordance with the SA Catholic Schools Enterprise Agreement 2020 and will be subject to any Enterprise Agreement updates in the interim of taking up this position.
- The salary and entitlements are consistent with those as outlined in the SA Catholic Schools Enterprise Agreement 2020 (as amended or replaced).
- A 4 year tenure applied to this position of responsibility. A Performance Appraisal will be conducted at the mid-term tenure period.
- A Probationary period of 2 school terms applies to this appointment.
- All employees are required to proactively participate in the College's Self Appraisal Program to promote learning and improve capability.
- I have read and understand the requirements of this position. I acknowledge that this Position Information Document has been designed to indicate the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks, and outcomes.

Signed _____
(Employee)

Date _____

Signed _____
(Principal)

Date _____