

# Marian College

## Head of Student Pastoral Care



### Position Description

POL	POL 4+ and a minimum of 14 lessons per fortnight
Position reports to	Principal
Collaborates with	House Leaders

### Position Overview

The Head of Student Pastoral Care plays a vital leadership role in shaping a culture of relational care, restorative practice, and inclusive wellbeing across Marian College. With a particular focus on matters relating to student pastoral care and wellbeing, the role provides strategic and compassionate leadership to the Wellbeing Team, House Leaders, and Homeroom Teachers. Rooted in the values of justice, compassion, and hospitality, this position ensures that every student is seen, supported, and celebrated. The Head of Student Pastoral Care oversees whole-school wellbeing programs, behaviour processes, and child safety protocols, while fostering strong partnerships with families, staff, and external agencies.

### Catholic Identity and Mission

- Promote the ethos, mission and strategic goals of Marian College and Kildare Ministries
- Support the College's values, policies and procedures through visible and relational leadership
- Promote inclusive education and student-centred advocacy
- Promote a culture of student independence by supporting young people to take increasing responsibility for their behaviour, choices and relationships, and to engage with peers, staff and the wider community in respectful and self-aware ways.

### Leadership and Vision

- Lead the strategic development, implementation and review of whole-school pastoral care including programs and approaches such as SWPB and Wellbeing programs
- Work collaboratively with House Leaders, Teacher Advisors, the School Counsellor and external agencies to respond to individual and collective wellbeing needs
- Oversee student behaviour processes across the College, ensuring restorative, consistent and values-aligned approaches
- Actively support House Leaders in responding to incidents of behaviour management
- Contribute to the development of classroom behaviour and management strategies for new, relief and existing staff
- Represent the College at KEM, DOBCEL and external wellbeing forums
- Partner with the Transition Coordinator and House Leaders to foster student engagement and belonging.
- Coordinate and monitor student medical alert protocols, ensuring clear communication and action plans for all staff
- Model empathy, perseverance, patience and professionalism in all relationships
- Be an active and engaged member of the College Leadership Team.

### Pastoral Care

- Promote a culture of relational care, restorative practice and shared responsibility for wellbeing
- Support staff in responding to student needs both wellbeing and behavioural, with clarity, compassion and consistency
- Provide professional learning for staff on wellbeing-related topics, including trauma-informed practice and mental health awareness
- Monitor and respond to serious student behaviour concerns, informing the Principal and supporting resolution processes
- Build strong relationships with students and families to support transitions, engagement, positive behaviour and wellbeing planning
- Ensure wellbeing initiatives reflect the diversity and dignity of all students, including those with additional needs.

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## Academic Progress and Student support

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- Collaborate with the Learning and Teaching team to ensure wellbeing is integrated into academic planning and support
- Partner with Learning Diversity Coordinator and House Leaders to monitor student engagement, attendance and academic risk
- Support students in navigating wellbeing and behaviour challenges that impact learning, including mental health, transitions and social concerns
- Contribute to the development of student support plans that align wellbeing with learning goals and pathways
- Collaborate with House Leaders in their work in supporting positive behaviour in classrooms and school community.

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## Staff Leadership and Development

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- Model relational, reflective and strategic leadership across the College
- Mentor staff in behaviour support, restorative practice and trauma-informed approaches particularly School Wide Positive Behaviour (SWPB)
- Facilitate professional learning and team development aligned with whole-school wellbeing and positive behaviour priorities
- Promote collegiality, shared wisdom and professional generosity across wellbeing and pastoral teams
- Support staff wellbeing through inclusive planning, clear communication and collaborative problem-solving.

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## Communication and Engagement

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- Communicate clearly and respectfully with students, families and staff regarding wellbeing and positive behaviour processes and expectations
- Contribute to newsletters, assemblies and community events that celebrate student growth and wellbeing
- Liaise with KEM, DOBECL personnel, external agencies and community partners to support student pastoral needs both specifically wellbeing focused and also positive behaviour aligned
- Lead and cultivate initiatives to strengthen community engagement, ensuring that the College remains responsive and connected to the needs and aspirations of the local community.

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## Specific tasks

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- Uphold Marian College's child-safe standards in all aspects of pastoral leadership
- Ensure staff are supported and trained in child-safe conduct, duty of care, mandatory reporting and appropriate boundaries
- Maintain confidential records of Mandatory reporting and act as one of the Colleges Child Safety Officers
- Monitor Behaviour Tracking on SIMON and work collaboratively with House Leaders and Teacher Advisors to address issues as they arise
- Meet regularly with the House Leader Team to develop a proactive response to student pastoral concerns
- Promote a culture of safety, respect and ethical responsibility in all student interactions and wellbeing initiatives
- Oversee the work of the House Leader Team and develop open and effective practices in dealing with student pastoral issues. Specifically:
  - Work with House Leaders and Teacher Advisors to enable students to develop positive attitudes towards learning and be responsible members of the College community and to work with all staff to create a positive learning environment
  - Oversee the welfare and discipline of students, including student attendance, and liaise with House Leaders in assisting behaviour management procedures used by staff; offer support and advice to staff when appropriate. Support the work of the House Leaders to ensure that effective Wellbeing and Learning policies, procedures and practices are in place.
  - Initiating and supporting wellbeing initiatives including the implementation of School Wide Positive Behavioural Management regarding student management, as well as SIMON Social Behaviours tracking and other wellbeing initiatives
  - Support the Teacher Advisor Programme through active participation where possible
- Work collaboratively with the school Counsellor and other staff as needed, such as Provisionally Registered Psychologist working onsite and the Learning Diversity Coordinator to address student wellbeing concerns
- Make referrals to external agencies such as Orange Door to support the wellbeing of students at risk
- As required, act on behalf of the Principal.

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## Commitment to Child Safety

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Consistent with our mission as a Catholic school in the Brigidine traditions, Marian College is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students. The Head of Student Pastoral Care must:

- Adhere to Child Safety legislation and College requirements
- Provide students with a child-safe environment in which inherent dignity of children and young people is respected and nurtured
- Be familiar with and comply with the Marian College and KEM Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety
- Demonstrate duty of care to students in relation to their physical and mental wellbeing
- Maintain confidentiality, discretion and professional boundaries in all matters
- Maintain accurate and timely student records through Marian College reporting processes, SIMON Behavioural Tracking and Student Notes
- Maintain confidential records regarding Mandatory Reporting, referrals and student wellbeing notes.

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## Health and Safety

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All Marian College staff are expected to:

- Adhere to, and implement, safe work practices and procedures in accordance with Marian College and KEM policies
- Work safely and report any hazards in accordance with college procedures
- Monitor and take full care of the health and safety of others
- Participate when required in the resolution of safety issues.

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## Other Duties

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It is not the intention of this role description to limit the scope or accountability of the position but to highlight the most important aspects. All employees are required to undertake reasonable duties commensurate with their skills and training from time to time in accordance with the needs of the College or as directed by the Principal.