JOB DESCRIPTION

St Stephen's School
SERVE GOD SERVE ONE ANOTHER

Job Title:	**Dean of House**
Reports To:	**Head of Campus / Deputy of Secondary**
Direct Reports:	**Assistant Dean / House Staff**
Section of School:	Secondary
Liaises with:	Whole School

St Stephen's School Vision:	St Stephen's School is a Uniting Church School that is Christ centred, student focused and community based
St Stephen's School Values:	The way that we go about our business at St Stephen's is underpinned by five core values. All students, staff and Council members are expected to embrace these values as they undertake their various roles. • Faith • Learning • Care • Service • Community
Role and intent:	St Stephen's School is committed to providing significant care to each student in social, educational and personal matters. This is facilitated through our unique House structure where students and staff are allocated to one of three Houses on each campus, comprised of students from each year level. Each House in the Secondary School is guided by a Dean, whose primary role is the personal development of the students and staff in the House. The Dean plays a significant role in establishing, maintaining and directing the Christian culture of the House and School. The Dean carries specific responsibility for the day to day management of students of each House, and for the application of School policy and expectations. They have oversight of the delivery of the IGNITE wellbeing curriculum, the tracking of student engagement in service learning, leadership and academic progress.
Role requirements:	Duties in relation to the position include, but are not limited to: • Demonstrates a comprehensive understanding of current education and social issues facing teenagers. Awareness of best practices in education / pastoral care • Fostering and modelling the Christian ethos of the School • Contributing to the development and implementation of the School's Strategic Plan • Fostering the spiritual, emotional, intellectual, physical, cultural and social development of students in the House. • Providing opportunities for students and staff to feel connected with their House and School. • Cultivating the climate and tone in the House and School • Working with students to resolve personal issues and helping them with strategies to build resilience • Coordinating contact with parents in conjunction with Homeroom teachers • Facilitating communication with parents

	• Provide guidance and support to Homeroom teachers and other staff in relation to pastoral care and management of students and communication with families • Maintain accurate and current student records and disseminate information as required • Monitors and follows up student attendance if an issue is identified • Lead and coach Assistant Dean(s) in best pastoral practice, recognising that the Assistant Dean role is a development position that prepares staff for senior pastoral roles". • Referring students and their families (in conjunction with Deputy Head (Care)) to counselling and health providers • Leading and developing House staff in the exercise of their care and teaching of students • Coordinating House administration e.g. pastoral care records, House meetings, student attendance • Liaising with all teachers of students in their House to enable positive academic and pastoral outcomes • Coordinating of House activities e.g. assemblies, elections, social events, carnivals, service programs, fundraising • Create a team environment for the whole care team • Conducts or supports student leaders to hold regular House meetings with students, staff and guest speakers • Provide a child safe environment in accordance with the child safe standards and adhere to the School's policies and procedures regarding student safety, health and wellbeing • Undertake and apply Work Health and Safety requirements and adhere to the School's policies and procedures at all times • Serve as a good ambassador of the School

Key Performance Indicators:	• Teachers (AITSL Standards) reviewed through the appraisal process • Ensure students, parents and the wider School community are provided with a quality and appropriate service in a timely, effective and friendly manner • Ensure that all documentation and communications are prepared and presented in a professional manner and in a way that reflects the School's ethos and values • Identify professional and personal development needs of self and staff and seek out ways to meet them • Works closely with other Deans, homeroom and teaching staff to ensure a consistent approach to the management of student behaviour i.e. ensures high standards of student behaviour, attendance, dress and grooming across the School • Always act in a manner that seeks to enhance the safety culture of the School. Participate in Work Health and Safety induction and training. • Ensure the safety of staff and students • Other KPI's will be agreed with your manager through the induction process and ongoing evaluation and goal setting.

Selection Criteria:	• Exemplary communication with students and families regarding School life and individual student learning and development (wellbeing and academic) • Enable proactive pastoral care initiatives to be embedded in the IGNITE Wellbeing curriculum

	• Demonstrate consistent and rigorous leadership to other teaching staff to enable the academic, social and personal development of students • Implementation of School guidelines, processes and policy so as to safeguard the holistic development of students • Consistent achievement of high stakeholder satisfaction and demonstrated leadership of high performing teams • Appropriate teaching qualifications and current registration with Teacher Registration Board of Western Australia (TRBWA) • The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment • Role model and interact with others in ways that are consistent with Christian beliefs and values • Ability to exercise leadership among Staff by providing care and support, addressing conflict and encouraging professional growth and leadership • Participation in appropriate professional contributions to the learning area beyond the School • Outstanding interpersonal, communication and problem solving skills and competent use of ICT. • Participation in appropriate professional contributions to the learning area beyond the School. • Experience in and a preparedness to contribute to the School's camping, retreat and extra-curricular programs. • Experience negotiating and resolving complex matters involving students and families • Act in a manner that seeks to enhance the safety culture and performance of the school. • Promote a high level of compliance to the Safety and Wellbeing policies, procedures and programmes through effective leadership • Contribute to and participate in Work Health and Safety induction and training sessions • Participate in the injury management and return to work process for staff returning from a work and/or non-work related injury or illness

I understand and accept the responsibilities as outlined in this Job Description.	
Signed: [acceptance_status]	**Date:** [acceptance_date]
This document was approved by HOC/Deputies June 2024	

The below information is not required to be printed

Version	Date	Review Date	Author	Comments	Approval
3	May 2020	May 2022	Steph Snyman	Updated by HOC and Deputies	HOC

2	Sept 2018	Aug 2020	Valery Wells	Rebranding	E-Team
1	July 2014	July 2015	Maria Moraitis	New	CFO