



Job Title:	Dean of Year 7 - Duncraig
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
Position Summary	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 of Year 7 has specific focus on student entry into Year 7.
Key Responsibilities and Tasks	Duties in relation to the position include, but are not limited to: Student Wellbeing, Care and Development • Foster the spiritual, emotional, intellectual, physical, cultural and social development of students. • Cultivate a positive climate and tone within the Year 7 cohort and the wider School community. • Work with students to resolve personal issues and develop strategies that promote resilience and wellbeing. • Refer students and families, in consultation with the Deputy Head (Care), to appropriate counselling and health services when required. • Provide a child-safe environment in accordance with Child Safe Standards and adhere to the School's policies and procedures relating to student safety, health and wellbeing. Transition and Student Engagement • Lead the development and delivery of the Year 7 transition program for students entering secondary school from both St Stephen's School and feeder primary schools.



	• Provide opportunities for students and staff to develop a strong sense of belonging and connection to their House, year group and School. • Coordinate Year 7 activities and events, including assemblies, elections, social events, carnivals, service initiatives and fundraising activities. Parent and Community Partnerships • Coordinate communication with parents in partnership with Homeroom Teachers. • Facilitate positive and effective communication between the School and families. • Develop strong partnerships with parents to support student wellbeing, engagement and success. Staff Leadership and Team Development • Lead, support and develop staff in their pastoral care and teaching responsibilities. • Create and foster a collaborative, high-performing team environment across the Year 7 team. • Work closely with Homeroom Teachers and other staff to ensure consistent support for students. Academic and Pastoral Coordination • Liaise with teaching staff to support positive academic and pastoral outcomes for students. • Monitor student progress and coordinate appropriate interventions and support where required. • Promote a holistic approach to student development and achievement. Administration and Operational Management • Coordinate Year 7 administration, including pastoral care records, meetings and student attendance processes. • Ensure efficient and accurate management of documentation, records and communication relevant to the role. Health, Safety and Compliance • Undertake and apply Work Health and Safety requirements and comply with the School's policies and procedures at all times. • Promote and contribute to a safe, healthy and supportive environment for students, staff and visitors. Christian Ethos and Strategic Leadership • Foster and model the Christian ethos of the School. • Contribute to the development and implementation of the School's Strategic Plan. • Maintain an awareness of emerging trends and best practices in education and pastoral care. • Serve as a positive ambassador for the School.
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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 - 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:	Education and Training - Appropriate teaching qualifications - 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 Professional Experience - Ability to exercise leadership among Staff by providing care and support, addressing conflict and encouraging professional growth and leadership - Ability to exercise leadership and expertise in Teaching and Learning and an ability to foster positive personal relationships with students, with a commitment to their personal growth - Participation in appropriate professional contributions to the learning area beyond the School - Outstanding interpersonal, communication and problem solving skills and competent use of ICT. - An ability to foster positive relationships with students, with a commitment to their personal growth - Strong staff management and communication skills - Experience negotiating and resolving complex matters involving students and families - Participate in the injury management and return to work process for staff retuning from a work and/or non-work related injury or illness Personal attributes and values - Interaction with others in ways that are consistent with Christian beliefs and values - Experience in, and a willingness to contribute to, the school's camping, retreat and extra- curricular programs. - Willingness to positively and actively contribute to the Christian culture of the School. - Demonstrated commitment to promoting a positive safety culture and ensuring compliance with the School's Safety and Wellbeing policies, procedures and programs.



I understand and accept the responsibilities as outlined in this Job Description.

This document was approved by HOC/Deputies Sept 2026

Version	Date	Review Date	Author	Comments	Approval
4	Sept 2026	Sept 2028	People & Culture	Reviewed and updated	P&C
3	July 2022	July 2024	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