



WHITEFRIARS
CATHOLIC COLLEGE FOR BOYS

Director – Senior Years (10-12)

Title	Director – Senior Years (10-12)
Classification	POL 4 + 2
Time allowance	25 x 60 minutes periods per 10 day cycle
Appointment duration	3 years, inclusive of an appraisal during the tenure
Date Reviewed	December 2024

Whitefriars College provides a quality education for young men grounded in the Catholic Carmelite tradition that emphasises critical thinking, the search for meaning and how to contribute to the common good of society.

The College supports every student to seek and achieve excellence in their learning, their relationships, and their participation in the community. Students are invited to appreciate the Christian worldview and see the goodness of God in themselves, all others and the natural world. Our aim is to enable our young men to look beyond themselves with a moral compass and social conscience and to approach life with intelligence, inner strength and gentleness. At Whitefriars College we value:

- **Faith** Shared faith expressed through contemplation, community and service.
- **Gentleness** The expression of gentleness as the intelligent way to express masculinity.
- **Excellence** Excellence and collaboration in learning, teaching and in all we do.
- **Respect** Positive, inclusive and respectful relationships across our community.
- **Justice** Action and advocacy for equity, justice and environmental stewardship through words and deeds.

Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected that all staff employed in a Catholic school:

- accept the Catholic educational philosophy of the school.
- develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work.
- by their teaching ministry, other work and by personal example strive to help students and families to understand, accept and appreciate Catholic teaching and values.
- avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community, in whose name they act.
- Continuously work towards their accreditation to teach in a Catholic School as per the Victorian Catholic Education Authority (VCEA) policy.

Furthermore, it is expected of all employed at Whitefriars College that they accept and support the ethos of the Carmelite order, along with activities directed at the broader aims of the College.

Whitefriars College is committed to strengthened practice for the protection of children in line with the Victorian Government child safety reforms and **Ministerial Order 1359**.

Catholic school communities place the highest priority on the care, wellbeing and protection of children and young people. Founded in Christ and sustained by faith, Catholic schools seek to fulfil their mission of enabling each student to come into the fullness of their own humanity. This includes paying attention to the inherent dignity of children and young people, and their fundamental right to be respected, nurtured and safeguarded by all. Whitefriars College staff and volunteers are instructed about the school's child safety policies and are expected to comply with the school's obligations and understanding of a child protection culture and minimisation of the risk of child abuse. Staff and volunteers are provided with appropriate training and development opportunities, as well as ongoing supervision and management, to ensure their conduct is consistent with the school's child safety and wellbeing policies and procedures.

Overview

The Director - Senior Years at Whitefriars College is a significant leadership role in the school community. It is a leadership position based on a model of Christian service. This role exercises a professional relationship of support and loyalty to the leadership of the College, which shapes and implements the school's vision.

The Director - Senior Years is responsible to the Deputy Principal – Students and Deputy Principal - Learning & Teaching for the overall leadership and administration of Years 10, 11 and 12. The Director is a collaborative and active member of the Learning Team and the Wellbeing Team. They require an understanding of contemporary pedagogy, curriculum, student wellbeing, restorative practices, and case management.

The Director – Senior Years will be required to report to the College Leadership Team on matters relating to Year 10-12 programs and the College's Strategic Directions.

Further post graduate qualifications will be advantageous in performing the duties of this role.

Attributes and Competencies

The Director - Senior Years is expected to:

- Display a lively and practical support of the Catholic ethos of the College.
- Possess an understanding of contemporary curriculum design, pedagogy and assessment and strategies to build the capacity of staff.
- Demonstrate loyalty to and public support for the Leadership of the College.
- Exhibit knowledge of contemporary issues relating to adolescent development and wellbeing.
- Model instructional leadership .
- Demonstrate expert educational leadership and management skills.
- Maintain a commitment to ongoing professional growth for the benefit of the College community.
- Develop cooperative and collaborative relationships that promote excellence in teaching, learning and wellbeing.
- Demonstrate a high level of ability to communicate with stakeholders, in all contexts.
- Provide an exemplary standard of pastoral care to staff, students and parents.
- Demonstrate proficiency in documentation and record-keeping.

Duties

Faith Formation

The Director - Senior Years is expected to:

- Actively demonstrate Christian service and respect towards Catholic teachings.
- Demonstrate active involvement in College liturgies, prayer services, faith experiences and service learning.
- Lead curriculum design in the context of the Catholic faith and Carmelite tradition.
- Liaise with the Deputy Principal – Faith and Mission to generate opportunities for student faith development in Years 10, 11 and 12.
- Support and share faith formation programs and initiatives, with the Deputy Principal – Faith & Mission, the Ministry Team and staff.
- Oversee the organisation and communication of the Year 12 Valedictory Dinner.

Learning

The Director - Senior Years is expected to:

- Assume responsibility for the administration of Years 10, 11 and 12 programs, including Flying Start.
- Coordinate the High Achievers' morning tea each semester.
- Lead the subject selection process with the Deputy Principal – Learning and Teaching, at Years 10, 11 and 12.
- Coordinate the organisation of VCAA examinations, including liaising with the VCAA, Administration staff and Learning Diversity.
- Oversee the organisation of the end of semester examinations at Years 10 and 11, as well as Year 12 trial examinations.
- Analyse and distribute Senior Years student data from VCAA external examinations.

- Meet with Senior Years teachers and House Leaders to discuss issues relating to Senior Years students.
- Assist Senior Years teachers to develop strategies which foster an improved learning culture at the College.
- Organise information evenings for parents in Years 10, 11 and 12.
- Oversee trips, tours and immersions, with the support of the Risk and Compliance Manager, (application, risk management, communication, evaluation process).
- Oversee the process for the approval of excursions and incursions relating to the calendar and alignment with the curriculum standards.
- Provide guidance to students and families regarding VCAA special examination provisions.
- Track the academic and wellbeing progress/outcomes of Years 10-12 students and, in consultation with Learning Leaders and House Leaders, coordinate appropriate intervention.

Wellbeing

The Director - Senior Years is expected to:

- Assist the Deputy Principal - Students in the interview process for new students applying for Years 10, 11 and 12.
- Coordinate the transition of new students who enter the College in Years 10, 11 and 12.
- Mentor the Senior Student Representative Council.
- Assist House Leaders with issues of Senior Years student behaviour, attitude and/or application to study which present as a whole class or year level issue.
- Support the Wellbeing Program Coordinator in the development and delivery of the Wellbeing Program.
- Organise year level assemblies.
- Coordinate the Year 10 Ballroom Dancing, Year 11 Formal and Year 12 Formal.
- Organise immunisation sessions for Year 10 students, as required.
- Collaboratively work with Deputy Principals, House Leaders, Counsellors, Learning Diversity, Youth Worker and external services in leading the case management of students experiencing significant social, emotional, physical and learning issues for students in Years 10, 11 and 12.
- Support the response to significant student management/behavioural issues for students in Years 10, 11 and 12, in collaboration with the Deputy Principal - Students and House Leaders.

Communication

The Director - Senior Years is expected to:

- Promote the College by participating in College events including Open Day, Experience Whitefriars Day, Student Parent Teacher Conferences, and Subject Selection activities.
- Promote the activities of the Learning Area in communications such as the College newsletter, website or on social media.
- Maintain proactive and timely correspondence with students, staff, parents, other schools and outside agencies as required.
- Undertake other relevant duties as directed by the Deputy Principals or Principal.
- Lead the exit process of Years 10-12 students who decide to leave the College.

Child Safety and Risk Management

The Director - Senior Years is expected to:

- Be conversant with the College's policies on Child Safety, Code of Conduct and Risk Management and the implications of these policies for procedures and practices that affect students and staff.
- Ensure that members of the College are aware of the Child Safety, Code of Conduct and Risk Management policies and the implication of these policies on procedures and everyday practices.

The Director – Senior Years is expected to undertake other relevant duties as directed by the Deputy Principals or Principal and a formal appraisal will be held during the tenure.