



Assistant Director of Students Position Information Document

Position Title	Assistant Director of Students (Years 7-12)
Employment	Replacement (1 Year)
Position of Responsibility	POR 3
POR Commencement	19 January 2027
POR Conclusion:	19 January 2028
Full Time Equivalent (FTE)	1.00 FTE
Line Release	3.5 Teaching Lines (0.58 FTE)
Line Manager	Head of Senior School

Rostrevor College is a Catholic College owned and governed by Edmund Rice Education Australia Colleges; the local community and Principal are empowered with the responsibility of plotting the future course for the College; a course that best captures the aspirations of local families. In doing so, we use The EREA Colleges Charter and the four touchstones of Gospel Spirituality, Justice and Solidarity, Inclusive Community and Liberating Education to shape our planning as a contemporary College that is grounded in the Edmund Rice Tradition.

BROAD PURPOSE

The Assistant Director of Students is responsible for assisting the Director of Students with the development and implementation of strategies and operations related to student wellbeing, pastoral care, and personal development, following the College's stated values and mission. The role supports practices of personal responsibility, mutual respect, clear expectations, and restorative approaches.

In this senior position overseeing years 7 to 12, the Assistant Director collaborates with the Director of Students, staff, students, and families to maintain a safe, supportive, and inclusive school environment that encourages resilience, engagement, and community. The role integrates student wellbeing and pastoral care with academic programs, acknowledging their connection and effect on student outcomes.

The Assistant Director of Students leads and supports colleagues in roles concerned with student care and development, maintaining consistency and effective implementation of management frameworks. Duties include monitoring student welfare and behaviour, encouraging student participation and autonomy, and applying data-informed methods to support overall student development. The position also contributes to incorporating restorative and values-based behavioural policies, enhancing staff capacity, and supporting a positive and respectful culture for all students from Year 7 to 12.

The Assistant Director of Students will be a member of the Senior Leadership Team (SLT) of Rostrevor College. As such the Assistant Director of Students will:

- Actively contribute to the Catholic dimension and values of the College.
- Work closely with the Director of Students and members of the SLT to maintain the highest standards across all facets of College life.

- Understand, and respond to, current pedagogy and curriculum trends as determined by SACE Board, ACARA and Catholic Education South Australia, College's Strategic Plan and Edmund Rice Education Australia improvement agenda.
- Work collaboratively with colleagues, parents/caregivers and EREA Colleges and CESA personnel to facilitate student development across the College.
- Be a collaborative, consultative leader, that considers the collective wisdom of other Leaders, peers and staff, using reflective practices to ensure best practice models are always implemented.
- Use contemporary research and the AITSL standards to guide continuous improvement in teaching.
- Be empathetic to the needs of the young people entrusted to their care.
- Promote conditions allowing students to achieve their maximum potential

LEADERSHIP TEAM

Membership in the Senior Leadership Team (SLT) involves accepting the Principal's invitation to help lead Rostrevor College, with responsibility for its planning and future direction. A core part of this role is upholding the College's Catholic values.

The SLT will contribute to strategic planning, modelling of the College values and professional behaviour as outlined in the CESA & EREA Colleges Codes of Conduct.

As a member of the SLT, you will:

- Promote the spiritual life of the College through visible leadership of our Catholic identity.
- Live out the Rostrevor College Vision as detailed in the College Strategic Plan.
- Attend SLT and contribute generously and strategically to the workings of the team.
- Contribute to the development, application, review and refinement of the College Strategic Plan and Annual Improvement Plan, and ensure these goals are met.
- Maintain high professional standards, work inclusively with all staff, and model collaborative leadership with appropriate confidentiality.
- Have a working knowledge of College, EREA Colleges and CESA Policies and guidelines and be responsible for the development, implementation and review of Policies and strategies across our community.
- Be willing to present and discuss wider whole school issues at staff meetings or other forums to clarify policies or processes.
- Be actively involved in reviewing policies and communicating concerns and changes to staff as appropriate.
- Show a commitment to further study and professional learning in Religious Education, Faith Development, Educational Leadership, and other relevant fields.
- Work with the Principal to facilitate relevant staff Professional Learning.
- Attend and/or assist with College organisation and attend functions including but not limited to:
 - Full school events.
 - Enrolment Interviews and College Tours as required.
 - Planning and monitoring of College Calendar events.
 - Staff Interview Panels as required.
 - Student Promotions as required.
 - Production of the Staff and Parent Handbooks.
 - The College Blog.
 - Regular reviews of all College, EREA Colleges, and CESA Policies and Procedures.
 - Community events.
 - Share responsibility for the school when the Principal is absent.
 - Participate in Staff Induction and in Staff Review processes.
 - Attendance at Camps & Retreats.

KEY AREAS OF WORK

Student Wellbeing, Pastoral Care & Behaviour Management

- Work closely with the Director of Students, Head of Senior School, Heads of House and Pastoral Care Teachers in providing effective pastoral care, student development, management and welfare of students, with a focus on the case management of each individual student.
- Work with the Director of Students to coordinate Student Counselling and wellbeing programs (including third-party providers if required).
- Collaborate with the Director of Students and Head of Senior School in developing, implementing, and reviewing procedures and strategies related to behaviour management across the College.
- Provide support to Heads of House in managing serious or ongoing student behaviour issues.
- Provide leadership, support, and mentoring to Heads of House in all aspects of their role and ensure consistent high standards are enforced across the College.
- In conjunction with the Director of Students and Heads of House, ensure teaching staff maintain accurate student records within the College Learning Management System.
- Monitor standards of safety, social conduct, discipline, uniform, punctuality and attendance for students in Year 7-12.
- Actively engage with families, caregivers and other support professionals to ensure individual students are supported and effective strategies and interventions are implemented.
- Establish effective relationships with parents, caregivers and families about student development and wellbeing.
- Provide direction, guidance and strategies to support teachers with classroom management.
- Assist in the supervision of detentions as required, including afterschool and Saturday Detentions.
- Promote inclusion and acceptance of all students. Establish rapport and respectful, trusting relationships with students, acting as a role model and setting high expectations.
- Demonstrate commitment and presence at all College Faith experiences.

Academic Performance, Data & Awards

- In consultation with the Director of Teaching and Learning, develop, implement and monitor a program for the consolidation, analysis and wide reporting of student performance data. Working collaboratively with staff to ensure that learning and teaching programs improve student performance and adequately prepare students for senior schooling.
- Assist the Director of Teaching and Learning to coordinate NAPLAN and PAT testing.
- Work in collaboration with the Director of Data and Innovation and Director of Students to monitor academic and wellbeing of students 7 – 12.
- In consultation with the SLT, manage the collation, determination and review of student awards and prizes.
- Participate fully in all Professional Development offered by the College.

Student Engagement, Leadership & Events

- Together with the Director of Students and Heads of House, ensure house activities and traditions are maintained.
- Responsibility for key events, including but not limited to:
 - Year 6-12 camps and retreats
 - Rite Journey events, camps and curriculum
 - Immunisations
 - Transition, Come and Try, and Orientation Events
- Continuously develop, improve and implement the transition program for all new and existing students commencing in Year 7.

- Develop and implement strategies to increase student retention from the Junior School to Senior School.
- Establish effective relationships and presence in the Junior School and feeder schools to support the transition of students.
- Ensure accurate information about Year 7 students is collected from primary schools and distributed effectively to relevant staff.
- Work collaboratively with the Head of School and Director of Students to further develop Student Leadership, providing appropriate opportunities and guidance to students.

Leadership, Collaboration & Administration

- Attend relevant meetings, including but not limited to:
 - SLT
 - Heads of House
 - Pastoral Care Team
 - Transition Team
 - STAR Meetings
- In consultation with the Director of Business and Finance Manager, develop, administer and monitor budget expenditures to ensure adherence to the budget allocations.
- Respond to other duties as assigned by the Principal, through due process of consultation.

POSITION OF RESPONSIBILITY REQUIREMENTS

- Ensure staff are aware of and follow WHS policy and procedures described on Complispace
- Participate in training designed to support their responsibilities
- Ensure staff in their faculty/department attend training and induction designed to inform and protect them about risks associated with their work
- Encourage the formal reporting of hazards and incidents arising in the workplace
- Inform School Leadership about hazards or issues which do or could affect health and safety and over which they cannot exercise control
- Respond appropriately to staff reporting work related psychosocial issues which have the potential to affect health, e.g. conflict between staff, bullying, harassment, and violence
- Participate in workplace inspections, incident investigations and other WHS activities on request

PERFORMANCE REVIEW

- All employees are required to proactively participate in the College's Performance Development Program including periodic review.

SPECIFIC REQUIREMENTS

- Applicable First Aid Certificate relevant to the role requirements
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate
- Relevant certifications or registrations required for the safe and effective execution of the role.
- Be aware of, and comply with, clearance, compliance and screening procedures for employees, volunteers and contractors

WORK HEALTH & 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

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks, and outcomes.