

Position Information Document

Assistant Director of Students

Marcellin Campus

Context

Sacred Heart College is a Catholic secondary school in the Marist tradition, comprising two campuses: Champagnat (Years 7–9) and Marcellin (Years 10–12). Marist education values presence, practicality, and purpose, recognising that formation happens through relationships, example, and meaningful work. Our mission is “to awaken in young people the desire to grow, to contribute, and to find their place in the world” (*In the Footsteps of Marcellin Champagnat, 2023, [112]*).

The Assistant Director of Students is a senior leader who shapes the culture and climate of student life at the Marcellin Campus. Working closely with the Director of Students, Heads and Assistant Heads of House, and the Counselling Team, the Assistant Director of Students ensures every student is known, supported, and held to high expectations. The role fosters strong collaboration between pastoral and academic teams, and contributes strategically to whole-school leadership, particularly in promoting the Catholic and Marist character of the College.

This role leads a dynamic, student-centred pastoral care program grounded in clear expectations, inclusion, and restorative practice. It champions student voice, wellbeing, and personal responsibility, recognising the deep connection between pastoral care and learning.

Broad purpose

The Assistant Director of Students is a key member of the Pastoral team and contributes actively to the strategic and day-to-day leadership of the campus. The Assistant Director of Students will act in the place of the Director of Students when required. In this role, the Assistant Director of Students will:

- uphold and promote the Catholic identity and Marist values of the College in all aspects of leadership;
- work in partnership with the Director of Students to ensure high standards across student wellbeing, learning, and campus culture;
- Remain informed of best practice in adolescent health and wellbeing through ongoing professional learning, engagement with current research, professional networks, legislative updates, and collaboration with wellbeing specialists and external agencies;
- stay informed of, and respond to, contemporary developments in curriculum and pedagogy, including those from SACE, ACARA, Marist Schools Australia, and Catholic Education South Australia (“CESA”);
- collaborate with staff, families, and external partners to support the holistic development of students;
- lead with empathy, integrity, and consultation, drawing on the collective expertise of colleagues to embed evidence-informed practice; and
- create the conditions for all students to feel known, safe, and empowered to thrive.

Key areas of work

Leadership of the Pastoral Care Program

The Assistant Director of Students will:

- with a proactive approach to student well-being and in consultation with the Director of Students and relevant stakeholders, develop and maintain a high-impact pastoral care program; This may include (but not limited to):
 - MITIOG and the Child Protection Curriculum;
 - PC Hub Group activities;
 - relevant content, aimed at particular year levels or student needs (such as Party Safe, Road Safety, Cyber Awareness, study skills);
 - work in collaboration with the Assistant Director of Teaching and Learning to ensure completion of the Exploring Identities and Futures (EIF), during the transition week, and Year 10 Pastoral Care program; and
 - support with the gathering of survey data relevant to well-being and other pastoral areas (ie, SEW Survey, Elphick Survey)
- support the Director of Students and Head of House team in the case management of student wellbeing and behavioural matters, and where necessary, collaborate with staff (including Boarding, as appropriate), families, and external support services, to support positive student development and connection;
- develop and coordinate the delivery of the Keeping Safe: Child Protection Curriculum (KS:CPC) and Made in the Image of God (MITIOG) curriculum in the Pastoral Care Program, in line with mandatory requirements;
- support with the planning, coordination and implementation of key events throughout the school year. This might include, but not limited to, College Assemblies, Marist Day and the end of year graduation events and celebrations; and
- where necessary, collaborate with the Champagnat Campus Director of Students / Assistant Director of Students / Wellbeing team, for successful cross-campus outcomes and needs.

Leadership of the Student Transition program (New students to Marcellin Campus):

The Assistant Director of Students will:

- in partnership with any or all of the following; College Registrar, Director of Boarding, Director of Students, Director of Learning Enrichment, Aboriginal Education Coordinator and Student Wellbeing Team; develop, implement, data share and review successful student transition programs, for:
 - current students from Year 9 (Champagnat Campus) to Year 10 (Marcellin Campus), for the commencement of the new school year; and
 - students new to Marcellin Campus (transferring from outside Sacred Heart College), onboarding at any time of the school year.
- lead, facilitate and review successful transition events, including (but not limited to):
 - year 9 into 10 Orientation Day (Term 4);
 - year 10 transition Week (Year 10 Week 1); and
 - specific small groups (i.e., Gifted and Talented, students subject to the Nationally Consistent Collection of Data).
- work collaboratively with the Wellbeing team to develop strategies and interventions to support at-risk students (typically students who are not subject to the Nationally Consistent Collection of Data);
- in conjunction with the Director of Data and Analytics, Director of Learning Enrichment, Director of Teaching and Learning, Heads of Learning Area (English and Mathematics), and other relevant staff, analyse data to identify

and support the literacy and numeracy requirements of new students, with particular consideration of SACE requirements, and plan and/or implement appropriate interventions;

- Develop communication links with parents and caregivers in the provision of school programs that support learning for new students; and
- Collaborate with the Champagnat Campus Director of Students / Assistant Director of Students / Wellbeing team, for successful cross-campus outcomes and needs.

Culture and Collaborative Leadership

The Assistant Director of Students will:

- foster a safe, inclusive, and respectful learning environment aligned with Marist values and the College's Levels of Intervention;
- lead and participate in professional learning that deepens expertise in student wellbeing, educational leadership, and Catholic identity;
- Support the development, implementation, and review of behaviour management strategies and serious incident responses with the Director of Students;
- attend Heads of House meetings and ensure alignment across Houses in processes and expectations;
- participate in enrolment interviews, campus tours, transition programs, after-hours reflection sessions (as required, including Saturdays), and other community-facing activities that support the mission and profile of the College;
- promote and build staff capacity in restorative practice and consistent, constructive student management; and
- ensure all pastoral and behavioural matters are documented accurately and actioned in line with College policy.

Student Leadership and Formation

The Assistant Director of Students will:

- work with the Director of Students to support student leadership structures and foster opportunities for voice, initiative, and service;
- mentor and support one of the Marcellin Campus student leadership teams (Year 10 or Year 11); and
- work collaboratively with the Director of Marist Mission and Heads of House to embed formation, faith life, and service into the daily rhythm of campus life;

General

The Assistant Director of Students will:

- uphold the Catholic and Marist ethos of the College in their leadership and relationships;
- model professional and pastoral conduct aligned with College values and expectations;
- work collaboratively with colleagues, students, families and external partners, including the SACE Board, CESA, and other Catholic colleges;
- participate actively in the life of the College, including formation, staff development, and community events; and
- undertake other duties as directed by the Principal or delegate.

Qualifications

Essential qualifications

- current registration with the Teachers Registration Board of South Australia;
- accreditation to teach in CESA;
- demonstrated experience in a senior pastoral care or student wellbeing leadership role;
- proven ability to lead staff and manage complex student matters with professionalism and integrity; and
- understanding of restorative practices, student wellbeing frameworks, and contemporary pastoral approaches.

Desirable qualifications

- accreditation for Leadership in Catholic Schools (or working towards);
- postgraduate study in Educational Leadership, Student Wellbeing, Theology, or a related field;
- experience in mentoring staff or leading professional learning in student wellbeing or pastoral care; and
- familiarity with the Marist Charism and its expression in Catholic education.

Screening and Compliance Requirements

The employee must hold and maintain the following certifications and clearances throughout their employment:

- a current Working with Children Check, in accordance with CESA requirements;
- approved Mandatory Notification training (Responding to Risks of Harm, Abuse and Neglect – Education and Care);
- a current First Aid certificate or qualification (as applicable to the role); and
- any additional certifications, registrations, or qualifications necessary for the safe and effective performance of the role.

Workplace health and safety (WHS)

Workers have a responsibility to:

- take reasonable care for their own health and safety;
- take reasonable care to not adversely affect another person at work through acts or omissions;
- follow reasonable instructions given to ensure health and safety; and
- cooperate with reasonable policies and procedures made available to staff, which are designed to protect people at work.

In practical terms this means to:

- use appropriate equipment and safe work procedures designed to ensure health and safety;
- participate in training programmes as requested;
- report unsafe/unhealthy conditions (hazards) in their work environment;
- report incidents or near misses which have or could have caused injury; and
- become familiar with and follow the policies, procedures and information about WHS available to staff on CompliSpace.

PORs (Positions of Responsibility) and **Managers** are required to:

- 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); and
- participate in workplace inspections, incident investigations and other WHS activities on request.

Behavioural expectations and fair treatment in the workplace

Employees of Sacred Heart College are expected to:

- comply with the Code of Conduct for Staff Employed in CESA;
- comply with legislation, policies, procedures and protocols regarding the non-acceptance of any unfair workplace treatment – discrimination, harassment and/or bullying; and
- report any concerns and/or ask questions or seek assistance regarding anything you are unsure about.

Performance review

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

Conditions of employment

The term of appointment for the position is four years. The salary and conditions entitlement is consistent with that of the current SA Catholic Schools Enterprise Agreement. The Assistant Director of Students is a Position of Responsibility (POR 3) and includes a time release of at least 0.60 FTE. This release typically covers the equivalent of three full lines of teaching and a homeroom.

Reporting/working relationship

Immediately responsible to: Director of Students

Line management from: Head of Campus

The College Principal is responsible for general employment conditions.

References

Institute of the Marist Brothers of the Schools. (2023). *In the footsteps of Marcellin Champagnat: Marist educational mission* (2nd ed.). Rome: Marist Brothers – Secretariat for Education and Evangelisation.

Marist Schools Australia Ltd. (2026) [Pastoral Care, Student Wellbeing and Engagement in Marist Schools](#). Position Paper.