

XAVIER
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07/2026

Pastoral Care

- Lead and model best practice in pastoral care, student wellbeing, engagement and behaviour education, supporting staff capability through regular mentoring, coaching, professional learning and in-class observations to strengthen effective behaviour management and student support practices.
- Facilitate regular meetings with teaching staff, ensuring timely dissemination of information and collaborative planning.
- Lead and guide Oratory teachers in the effective delivery of the Oratory program, promoting student wellbeing, engagement, behaviour education and developmental programs aligned with the College's pastoral care framework.
- Support and uphold all College policies and procedures related to student welfare, attendance, behaviour, and presentation, ensuring consistent implementation within the House.
- Identify and respond to students experiencing significant emotional, social, or academic challenges, implementing tailored strategies.
- Proactively manage student referrals, pastoral concerns and critical student cases, ensuring accurate documentation, implementation of appropriate wellbeing support including liaison with families and apply restorative practices as per College procedures.
- Refer students to College Counsellors as per College procedures, as required.
- Promote staff wellbeing and build capability through the application of evidence-informed wellbeing frameworks and resources (e.g. Be You tools).
- Coordinate the structure and composition of vertical Oratory groups within the House.
- Collaborate with the Assistant Head of Campus – Student Engagement and Wellbeing to plan and implement College and House wellbeing, pastoral and engagement initiatives, embedding the College's RUAH framework.
- Support the facilitation and coordination of evidence-informed programs (e.g. The Rite Journey) that encourage student growth, belonging and wellbeing.
- Contribute to the planning and execution of House and College events/activities such as assemblies, campus liturgies, celebrations and significant student milestone experiences (e.g. Formal, Graduation).
- Develop and mentor Student Leaders to foster a culture of service, engagement and positive influence to the community.
- Coordinate transition programs for new students, including Year 7 and Year 9 into Senior School.
- Collaborate closely with the Primary Years Leader to support the successful transition of Year 6 students into Year 7, including the planning and implementation of transition programs for students requiring inclusive education support.
- Coordinate Year 7 Orientation Camp, Peer Support, and Year 9 Camp in liaison with the Assistant Head of Campus – Student Engagement and Wellbeing and House staff.
- Facilitate the successful implementation and participation of Be Active/House Sport in liaison with the Assistant Head of Campus – Student Engagement and Wellbeing, the Sports Coordinator, Oratory teachers, and Student Leaders.
- Actively participate in and lead campus activities/events, staff/team/committee meetings, required training, professional development and professional reviews.
- Undertake other duties as directed by the College Principal (or delegate).

The House Director Pastoral Care must have the ability to:

- Relate successfully to staff, students and parents in a manner that is responsive to their particular needs.
- Communicate clearly and effectively with students, staff, parents and members of the wider community.
- Work effectively with the Principal, the College Leadership Team and staff for the benefit of all students.
- Work effectively in a busy, dynamic and changing working environment.

House Director Pastoral Care must have skills in:

- Leadership and development of pastoral care initiatives to meet the needs of students.

- Conflict resolution, problem solving and leadership.
- Leading staff in the College responsible for the pastoral development of all students.

House Director Pastoral Care must have knowledge of:

- Adolescent development and the contemporary issues impacting young people.
- College restorative practices.
- Suitable support services and social agencies for adolescents in need.
- Legal obligations and confidentiality requirements.

Person Specification

- Actively and positively uphold and contribute to the culture and Salesian and Catholic ethos of the College.
- A genuine passion and focus for the care and welfare of young people.
- Demonstrated skills, knowledge and experience relevant to the role requirements.
- Highly developed interpersonal skills to interact positively with the school community and be a positive role model and professional representative for the school at all times.
- Excellent written and verbal communication skills and able to work collaboratively within a team environment and effectively teach students to achieve required learning outcomes.
- Highly developed planning and organisational skills and accountability to effectively prioritise workload and deliver required outcomes on time.
- Experienced in exercising significant and independent professional judgement based on extensive experience and an advanced level of expertise.
- Be self-directed and utilise initiative and judgement to fulfil role requirements.
- Excellent organisational skills with ability to problem solve and ensure required timelines are met.
- Excellent ICT skills and knowledge and ability to fully utilise required systems and programs, or ability to quickly learn and use effectively.
- Demonstrate an active commitment to ongoing professional learning and timely completion of required training and participate in school activities and professional (and other) reviews, as applicable.
- Maintain high levels of confidentiality at all times.

Desirable Requirements

- Post-graduate qualifications in Education.

Role Requirements

- Current Teacher Registration in South Australia and relevant demonstrated knowledge and experience
- Teacher Accreditation in Catholic Education SA
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Acquire and maintain Catholic Police Clearance to work in Catholic Education SA
- Current Responding to Risks of Harm, Abuse & Neglect – Education and Care certificate
- First Aid certificate (HLTAID012)
- Disability Standards for Education training
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their 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, with any reasonable instruction given by the employer.
 - Co-operate 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.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

Performance Review

It is expected that the employee will undertake a Performance Review at a mutually agreed time with the employer as per the Catholic Schools Enterprise Agreement 2020 (as amended).

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.