PRINCE of PEACE LUTHERAN COLLEGE

Position Description

Position Title	**Director of Students 7-12**
Department	Middle and Senior Campus Leadership Team
Reports to	Head of College
Direct Reports	Head of Campus – Middle & Senior and Head of College
Purpose and Objectives	The Director of Students provides College-wide strategic and operational leadership for student pastoral care, safeguarding, behaviour, wellbeing and restorative practice. The position works closely with students, families, staff and College leaders to build a safe, respectful and relational learning community in which students are known, supported, accountable and able to flourish. The role is non-teaching but there may be times that teaching / covering a class is required. The Director of Students leads the consistent implementation of the College's student safeguarding, behavioural and pastoral care frameworks. A core responsibility is the timely and accurate administration of student matters, including incident records, risk assessments, safety and support plans, meeting notes, correspondence, referrals, reports and follow-up actions. Documentation must be objective, complete, confidential and maintained in approved College systems. **This position focuses on:** • Leading a coherent Year 7-12 approach to pastoral care, student wellbeing, safeguarding, behaviour and restorative practice. • Embedding the Christian ethos and Lutheran values of love, justice, hope, compassion, forgiveness, courage, quality, humility, appreciation and service in student care and relationships. • Working directly and relationally with students and families to resolve concerns, strengthen engagement and support positive student outcomes. • Ensuring safeguarding concerns and complex student matters are identified, assessed, documented, escalated and followed through in accordance with College policy and legal obligations. • Leading fair, consistent and developmentally appropriate behavioural processes that support responsibility, repair harm and restore relationships. • Building staff capability and consistency in pastoral care, safeguarding, behaviour support, restorative practice and record-keeping.

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	• Using wellbeing, behaviour, safeguarding and attendance information to identify trends, monitor impact and inform proactive intervention. • Completing all required paperwork and case-management actions accurately, efficiently and within required timeframes. An ability to close the communication and process loop is essential. • Leading pastoral care team.
Key Accountabilities	**Christian Mission and Pastoral Leadership** • Actively support the mission and ministry of Prince of Peace Lutheran College and model servant leadership in relationships and decision-making. • Work closely with the College Chaplain and College leaders to ensure pastoral practice reflects the Gospel of Jesus Christ and the principles of Lutheran education. • Lead a pastoral care framework that strengthens student belonging, voice, agency, engagement, personal responsibility and wellbeing. • Maintain a visible and approachable presence across the College and establish positive, respectful relationships with students and families. • Actively support College worship and facilitate, devotions, assemblies, student leadership and service opportunities as required. **Student Safeguarding and Child Protection** • Lead the operational implementation and continuous improvement of the College's student safeguarding and child protection frameworks, policies and procedures. • **Chair Student Wellbeing, Engagement and Safeguarding Committee** structures to ensure whole College, cross campus shared approaches to pastoral care. • Promote a child-safe culture in which students are informed about their rights, feel safe to raise concerns and are listened to respectfully. • Receive, assess, document, escalate and follow up safeguarding concerns in accordance with College policy, legislative obligations and authorised directions. • Coordinate and review student risk assessments, safety plans, mandatory reports, referrals and protective actions as required. • Ensure safeguarding records are factual, contemporaneous, confidential, securely stored and accessible only to authorised personnel.

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	• Contribute to staff safeguarding training, policy review, audits and evaluation of safeguarding practices. **Behavioural Framework and Restorative Practice** • Lead the development, implementation and evaluation of a clear, educative and consistent College behavioural framework. • Ensure behavioural expectations, interventions, consequences and escalation processes are communicated clearly and applied fairly and consistently. • Provide leadership and practical support to staff in proactive behaviour management, de-escalation, student accountability and relational repair. • Lead or facilitate restorative conversations, conferences and re-entry processes that acknowledge impact, repair harm, rebuild trust and restore participation in learning and College life. • Manage complex or escalated student behaviour matters in partnership with relevant College leaders, students and families. • Monitor behaviour information to identify patterns and guide targeted prevention, intervention and review. **Student and Family Case Management** • Work directly with students and parents/caregivers regarding pastoral, social, emotional, attendance, behavioural and engagement concerns. • Coordinate case management for students requiring targeted or intensive support, including support plans, review meetings, referrals, transitions, return-to-school arrangements and re-entry plans. • Convene and contribute to student support meetings and ensure decisions, responsibilities, timelines and review dates are clearly recorded. • Collaborate with Heads of Campus, pastoral leaders, teachers, counsellors, learning support staff, the College Chaplain and external professionals to coordinate support. • Communicate sensitive or difficult matters with care, clarity, appropriate professional boundaries and procedural fairness. • Ensure families receive timely communication and understand agreed actions, responsibilities and next steps. **Attendance, Documentation and Administration** • Maintain oversight of significant student attendance concerns and coordinate timely family engagement, intervention, documentation and escalation.

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	• Ensure incident reports, chronologies, risk assessments, safety and support plans, behaviour records, meeting notes, correspondence, suspensions, referrals and reports are accurate, objective, complete and stored in approved systems. • Complete all paperwork associated with student matters in a timely and efficient manner, meeting internal deadlines and relevant legal, policy and reporting requirements. • Establish clear case-management workflows so that actions, responsibilities, due dates and reviews are tracked through to completion. • Prepare concise monthly **Pastoral Care Reports** for the Head of Campus that track performance against agreed targets, including actual outcomes, attendance trends, behavioural incidents and family management matters, with analysis of emerging issues, actions taken and targeted improvement strategies. These reports will then be presented to Executive. • Maintain confidentiality, privacy and appropriate information-sharing practices at all times. **Staff Capability and Consistency of Practice** • Build staff capability in pastoral care, student safeguarding, behaviour support, Restorative Practice, documentation and communication with families. • Provide coaching, consultation, practical resources and professional learning to support consistent implementation of College frameworks. • Promote collaborative problem-solving and shared responsibility for student safety, wellbeing, engagement and behaviour. • Collaborate with Learning Enrichment Coordinators. • Lead and line manage pastoral care team and ensure consistency of practice, including monitoring implementation, identifying gaps or risks and recommending improvements to policies, procedures, templates, systems and training. **Strategic Leadership, Data and Quality Assurance** • Contribute actively as a member of the Senior Leadership Team to College visioning, strategic planning, risk management and evaluation. Provide monthly analysis of student behaviour data, tracking incident types and frequency, emerging trends, interventions and supports, consequences, and areas requiring targeted action. • Use student wellbeing, behaviour, safeguarding and attendance data to identify trends, evaluate interventions and guide improvement priorities.

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	• Provide the Head of College with timely advice regarding significant student risks, emerging issues, resourcing needs and improvement opportunities. • Build productive links with Lutheran Education Queensland, Independent Schools Queensland and relevant safeguarding, wellbeing and restorative practice networks. • Ensure the portfolio operates in accordance with College policy, relevant legislation, the Code of Conduct, Valuing Safe Communities requirements and reasonable directions. **Camps** • Strategically lead and oversee the Year Level Camp Program and all other camps, working collaboratively with the Middle School Wellbeing Coordinators to ensure effective planning, clear communication with staff, parents and students, and the timely completion of all required consents and risk assessments. **Other Duties** • Coordinate and oversee Middle and Senior Campus wellbeing, pastoral care and community-building events that promote student engagement, belonging and holistic development. • Coordinate and deliver the Face-to-Face Valuing Safe Communities training to all College Staff *(note: training to be a trainer will be provided*). • Mentor and support the Student Wellbeing Leader, building leadership capacity, facilitating student-led wellbeing initiatives, and fostering a culture of care, inclusion and service. • Participate in College events, meetings, professional learning and community activities appropriate to the role. • Undertake supervision and other duties as reasonably required. • Complete any other duties deemed appropriate by the Head of College, having regard to the employee's skills, qualifications, experience and the requirements of the position.
Role Boundaries	**ROLE BOUNDARIES AND 0.5 FTE PRIORITIES** • To preserve a sustainable and accountable 0.5 FTE scope, the Director of Students 7–12 prioritises pastoral compliance, reporting and associated communication. The following functions are excluded unless separately delegated and resourced in writing. • Primary responsibility for Years 7-12 student wellbeing, behaviour, safeguarding or case management.

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	INDICATIVE ALLOCATION OF THE 0.5 FTE • Committee leadership • Professional Development
Key Relationships	**Head of College, Heads of Campus, College Pastor, Senior Leadership Team, pastoral leaders, teaching and support staff, students, parents/caregivers and relevant external agencies**
Committee Membership	Senior Leadership Team; Student Wellbeing, Engagement and Safeguarding Committee (Chair); Able to network with relevant people in Lutheran Education Queensland (LEQ) and Independent Schools Queensland (ISQ).
Selection Criteria	*The following selection criteria will be used to assess the knowledge, experience, capabilities and alignment of applicants.* **Experience and qualifications** **Mandatory requirements (eligibility) – must hold/commit** • Current Queensland Teacher Registration; • graduate and/or postgraduate qualifications relevant to the role; • leadership qualifications desirable; and • accredited as a Lutheran leader or willingness and capacity to attain accreditation through Lutheran Education Australia **Knowledge, skills and capabilities** **SC 1: Christian ethos and Lutheran education** • Demonstrated commitment to, and understanding of, the Christian ethos of Prince of Peace Lutheran College and the capacity to express this through pastoral leadership, relationships and restorative practice. **SC2: Student pastoral care and wellbeing** • Demonstrated experience leading high-quality pastoral care and student wellbeing practices, including effective relational work with students and families in complex circumstances. **SC3: Safeguarding and child protection** • Demonstrated knowledge and practical application of child safeguarding, child protection, privacy, risk management, reporting and record-keeping obligations relevant to a Queensland school. **SC4: Behavior leadership and restorative practice** • Demonstrated ability to lead a consistent behavioral framework and apply restorative practices that strengthen accountability, repair relationships and support successful re-engagement.

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	SC5: Case management, documentation and administration • Demonstrated ability to coordinate complex student matters and produce accurate, objective and timely records, plans, correspondence and reports while tracking actions through to completion. **SC6: Communication and relationship management** • Highly developed communication and conflict-resolution skills, with the capacity to engage students, families, staff and external professionals with warmth, clarity, discretion and procedural fairness. **SC7: Communication and relationship management** • Demonstrated capacity to lead improvement, build staff capability, use evidence and data effectively, and contribute positively to a cohesive Senior Leadership Team.

Job Details	
Position Status	0.5 FTE permanent part time leadership position
Hours of Duty	Days of duties to be negotiated with the successful candidate
Classification	Schedule 7 – Positions of Added Responsibility – Secondary Pastoral Leader – PL1
Teaching Component	Any teaching allocation is additional to the 0.5 FTE by timetable allocation.
Annual Salary	**Remuneration comprises:** • Base teacher salary at the applicable Teacher – Proficient classification level; and • for employees classified at Proficient 1–6, the Secondary Pastoral Leader Allowance – PL1. Teachers classified at Proficient 7 or above are paid the Secondary Pastoral Leader substantive salary – PL1, in accordance with Schedule 2 of the Enterprise Agreement. **Terms and Conditions –** Please refer to the Employment Contract, which may or may not include reference to the *Queensland Lutheran Schools Single Enterprise Agreement 2024.*
Superannuation	12.75% employer contribution
Location	Prince of Peace Lutheran College 25 Henderson Road, Everton Hills 4053 All employees may be required to travel to different locations to fulfil requirements of their position.

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Professional Behaviours	Applicants are expected to respect and uphold the College's Mission of "Excellence in Christian Co-Education", support the Christian ethos of Prince of Peace Lutheran College, and uphold the Code of Conduct and Valuing Safe Communities standards. All employees are expected to demonstrate courtesy, co-operation and teamwork with fellow members of staff, and actively and effectively participate in reasonable directions provided.
Child Protection	All employees of Prince of Peace Lutheran College are required to complete annual Child Safety Training. New employees must complete this training upon commencement, and/or provide certificate of completion from previous workplace. Employees must understand and adhere to the College's Child Protection Policy and Procedures.
Health & Safety	All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions. Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.
Policies & Procedures	Employees are expected to understand and act in accordance with Prince of Peace Lutheran College policy and procedure documents that are available on the College's intranet, relevant legislation and directions within the employment contract and/or *Queensland Lutheran Schools Single Enterprise Agreement* and take the responsibility to maintain current with these.
Compliance Requirements	• Current Queensland College of Teachers registration and right to work in Australia. • Completion and maintenance of all mandatory child safety, safeguarding, first aid and role-related training. • Compliance with College policies and procedures, relevant legislation, employment requirements, the Code of Conduct and Valuing Safe Communities standards. • Commitment to maintaining current professional knowledge and completing an annual Professional Learning Plan.
Other Relevant Information	The College will conduct relevant and required applicant checks which include and are not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance.

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	Prince of Peace Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights. The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities. The collection and handling of information will be consistent with the requirements of the *Privacy Act 1988.*
Further Information	Further information about Prince of Peace Lutheran College can be found at https://www.princeofpeace.qld.edu.au/

Reviewed: 30 October 2026
Approved by People & Culture Committee