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| **Position Description** |
| **Position:** | **Pastoral Teacher** |
| **Reports to:**  | **Deputy Principal, Pastoral** |

**Job Scope**

In the spirit of St John Bosco, all staff at Nagle College are expected to fully support the aims and objectives of a Catholic School and ensure that all aspects of their responsibility are in accord with the mission of the College as part of the Catholic Church.

"Pastoral Care" means the involvement of a teacher in the total growth of the student. All staff at the College are expected to participate in the pastoral program, whether as subject teacher, support staff of pastoral teacher.

The role of Pastoral Teachers is to take primary responsibility for the welfare of students to ensure that each person is able to optimize their educational opportunities.

The pastoral care given to each student by the Pastoral Teacher will demonstrate an understanding of each person and create a sense of belonging for each person within the pastoral group.

**Job Specification**

To fulfil the role Pastoral teachers work with:

1. Students

2. Fellow staff

3. Parents/families

In relation to working with students, the role involves:

**1. Students**

**1.1 Administrative support**

* + - Complete record keeping tasks
		- Disseminate information

**1.2 Assisting students' development of personal values**

* + - Foster a sense of responsibility
		- Promote a positive attitude
		- Cultivate a sense of self-awareness
		- Promote cultural awareness
		- Promote involvement and participation in College life
		- Strengthen approaches to developing spirituality as part of a student's life

**1.3** **Assist students' development of inter-personal relationships**

* Assist students to develop confidence in forming relationships with fellow students
* Foster a caring and trusting relationship as the Pastoral Teacher, based on interest and support for each person in the group

**1.4 Educational support**

* + - Monitor academic progress
		- Foster a culture of learning
		- Offer vocational advice

**2. Fellow Staff**

 **In relation to staff:**

* + - Work as part of a House Team
		- Work closely with the House Co-ordinator, School Coordinators and other relevant staff.
		- Support the administrative structures and policies of the College

**3. Parents and Families**

 **In relation to parents and families:**

* + - Work in partnership with parents
		- Communicate with parents on a regular basis

**Duty and Responsibility Statement:**

**1. In relation to students:**

 **1.1 Administrative Support**

* Mark class rolls
* Allocate lockers
* Monitor locks
* Write College references for graduating students
* Prepare and collate Pastoral Reports for each student
* Attend Pastoral each morning.
* Collect absence notes
* Monitor and follow up attendance patterns e.g. ring home after a two day absence
* Monitor and follow up student participation in College events
* Share a prayer/reflection to commence each day
* Read all relevant notices on the Daily Bulletin
* Communicate changes of program/special events
* Pass on student timetables
* Actively promote College and House events amongst students e.g. House Nights, Sports Carnivals etc
* Distribute publications to students e.g. Newsletters, Catholic Life etc.

**1.2 Development of Personal Values**

* Monitor uniforms daily and immediately follow up problems
* Ensure all students are fully aware of College policies and guidelines as written in the College Diary
* Encourage leadership initiatives amongst the group
* Encourage students to apply for leadership roles in the College
* Make students aware of the range of curricula and co-curricular activities available at the College
* Try to find ways for all students to be involved in the life of the College
* Foster students undertaking and involvement in Liturgy celebrations
	1. **Developing Interpersonal Relationship**
* Develop a mentor program for Year 7 students within the group
* Organise with students a range of simple activities/games designed to get students within the group interacting with each other
* Discuss issues which act as barriers to the formation of strong relationships such as peer pressure, bullying, exclusion etc
* Celebrate achievements with the group e.g. Birthday, academic, sporting success
* Organise with students additional gatherings e.g. breakfasts/lunches
* Talk to students about their families and personal interests
* Participate in House events with students
* Sit with and monitor the Pastoral group during significant events e.g. College Assemblies, Liturgies etc

**1.4 Educational Support**

* Find out what subjects your students are studying
* Talk to students about individual performances, work tasks and programs
* Assist and advise students who are experiencing difficulty with work tasks and deadlines etc
* Assist students in developing good organisational skills e.g. developing weekly work plans
* Discuss out-of-school commitments
* Monitor and follow up use of the College diary
* Encourage students to participate in academic events e.g. competitions, public speaking
* Talk to students about program options at Nagle College
* Assist in subject selection and advice
* Take an interest in students' work experience
* Offer information about options for tertiary study, training, apprenticeship etc

**2. In relation to working with fellow staff:**

* Attend all House/Staff meetings, assemblies and all official College functions
* Share ideas and initiatives with other House Staff
* Cover for House staff who are absent
* Take on the coordination/leadership of one co-curricular event in the House ie. Swim Carnival, Talent Night (assisted by the House Coordinator).
* Work closely with the House co-ordinator and school coordinators on matters of House organisation and student behaviour support
* Actively contribute to House planning activities
* Participate in extra curricula events
* Promote Nagle policies across the College community
* Ensure all administrative duties are completed within the time frames set
1. **In relation to working with parents and families:**
* Establish regular contact with parents
* Phone parents as soon as possible to follow up absences or discuss other administrative matters e.g. uniform, punctuality
* Invite parents to meet with you at Parent/Teacher evenings
* Ensure information from home is passed on to other relevant staff
* Attend meetings (as needed) to discuss matters in relation to students in the Pastoral group