



#### Ruyton Girls' School

12 Selbourne Road Kew 3101 Victoria Australia

Tel: +61 3 9819 2422

Email: [ruyton@ruyton.vic.edu.au](mailto:ruyton@ruyton.vic.edu.au)

Web: [www.ruyton.vic.edu.au](http://www.ruyton.vic.edu.au)

## Director of Wellbeing

### **Full-time 3 Year Fixed Term Executive Contract Commencing Term 1 2018**

Ruyton Girls' School is a forward thinking independent K – 12 school with a long tradition of academic success and co-curricular achievement. Our focus is on preparing girls for a lifetime of learning, leadership and engagement in our global community. We are committed to child safety and have zero tolerance of child abuse.

Applicants with appropriate qualifications and experience are invited to apply for the newly created position of Director of Wellbeing.

The primary responsibilities of The Director of Wellbeing *include* but are not limited to:

#### **Strategic Leadership**

- Leading the development of wellbeing programmes, practices and initiatives for students and staff
- Contributing significantly to the development and implementation of signature learning programmes
- Developing partnerships within the School and wider community to enrich wellbeing practices.

#### **Leading Wellbeing**

- Leading the review, development and implementation of a student wellbeing framework K - 12 with supporting programmes, policies and practices to embed our vision, mission and values
- Leading the development of the Ruyton Student Leadership model, programmes and practices
- Leading the development of a digital citizenship framework to enhance digital respect, education, security and wellness in our community
- Overseeing School counselling services, including programmes
- Maintaining positive relationships with students, their families, and the wider community
- Leading a strong community wellbeing education programme
- Supporting the development and implementation of student transition and induction programmes.

#### **Leading Learning**

- Working collaboratively with all teaching and co-curricular staff to embed practices that actively support student wellbeing
- Establishing a whole school approach to assisting girls with time management, goal setting, developing resilience, dealing with anxiety, and maintaining optimism in their academic study
- Supporting the development of a growth mindset in learning for staff and students
- Modelling exemplary teaching practice (this role includes a teaching load.)

#### **Leading People**

- Ensuring effective communications between staff, students and parents
- Leading the Wellbeing Leaders, including Counselling staff
- Providing mentorship and coaching for staff as required
- Mentoring student leaders and taking an active role in the various student committees
- Promoting and supporting relevant professional learning opportunities for staff



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- Undertaking staff performance planning and providing regular feedback to staff to support, promote and acknowledge exceptional teaching
- Being involved in the selection, recruitment and support of new staff, where appropriate.

### **General Management**

- Developing relevant documentation, including frameworks, scope and sequence documentation, handbooks and course outlines
- Managing a budget and associated resources
- Overseeing the digital storage of relevant information
- Presenting at Conferences, Staff Professional Learning, Parent Events, Information Evenings, Year Levels and Assemblies, as required
- Writing material for School publications and publication of relevant articles in educational journals.

### **Working Relationships**

- Reporting to Principal
- Attending a wide range of School activities and maintaining an active role in the Ruyton community
- Collaborating with Head of Junior School, Head of Senior School and Director of Learning
- Leading Wellbeing Team
- Member of the School Executive Team.

**Interested candidates should refer to the following page for details regarding the application process including key selection criteria.**



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## **TO APPLY**

In seeking a suitably qualified candidate, the following general information applies:

### **Key Selection Criteria**

The successful applicant will demonstrate:

- High quality wellbeing leadership experience
- Active interest in and commitment to the education of girls
- Ability to respond optimistically and strategically to the changing educational sector
- Collaborative leadership style with the ability to lead change and innovate
- Proven ability to lead a dynamic team culture in a high performing environment
- Experience in capturing and analyzing data to target student wellbeing and review programmes
- Strong communication and time-management skills
- Technological literacy.

Personal Qualities:

- Enthusiastic, well organised and flexible
- Possess and encourage a growth mindset
- Integrity and warmth
- Patient, compassionate and relationship-oriented
- Strong communication and time-management skills
- Committed to continual personal and professional growth
- Professional presentation and manner
- Balanced approach to life.

Qualifications and Training

- Teaching qualification and relevant tertiary degree such as Masters of Education (Student Wellbeing)
- Hold and maintain VIT registration, or satisfy the necessary criteria to gain registration prior to commencement of the role (for interstate/ overseas applicants)
- Hold and maintain Apply First Aid HLTAID003 (or equivalent qualification) and Anaphylaxis Training
- Mandatory Reporting Training.

### **General Information**

The successful candidate will be expected to

- support the vision, ethos and culture of the School
- contribute to and support the strategic directions of the School
- support all Ruyton policies.



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Applicants should be aware that VIT Registration for all teaching staff is a minimum requirement for employment at Ruyton Girls' School. It is an expectation that the following documentation be read by applicants prior to submitting an application: the [Ruyton Child Safe Policy](#), [Ruyton Child Safe Code of Conduct](#), [Ruyton Code of Ethical Conduct](#) and [The Ruyton Teaching Dimensions](#), which are all available on the employment page of our website [www.ruyton.vic.edu.au](http://www.ruyton.vic.edu.au). Should you have any questions or need further clarification about these documents we invite you to send your questions to [principal@ruyton.vic.edu.au](mailto:principal@ruyton.vic.edu.au). We are committed to child safety and have a zero tolerance to child abuse.

Enquiries should be directed to Mrs Glenis Gumley, Deputy Principal, [gumleyg@ruyton.vic.edu.au](mailto:gumleyg@ruyton.vic.edu.au)

Applications, including the names of two referees, should be emailed to Ms Linda Douglas, Principal, [Principal@ruyton.vic.edu.au](mailto:Principal@ruyton.vic.edu.au) by 9am on Monday 18 September 2017. No hard copies please.

Interviews for this position will take place in the week commencing 9 October 2017.