



DEPUTY PRINCIPAL – STUDENT LIFE AND WELLBEING

JOB & PERSON SPECIFICATION

MAY 2025

Position:	Deputy Principal – Student Life & Wellbeing
Tenure:	Five-year tenure
Time:	Full-time - 1.0 FTE
Area of Responsibility:	This is a Senior Management position, part of the College Leadership Team, with particular responsibility to deputise for the Principal, as required

About Pedare

Pedare is a Reception to Year 12, co-educational, independent, Anglican and Uniting Church School. Pedare is located in the north-eastern suburbs of Adelaide, at Golden Grove, where there are currently over 1,100 students enrolled, and approximately 85 teaching staff employed. The College is structured into three schools; Junior School (Reception to Year 5), Middle School (Years 6 to 9) and Senior School (Years 10 to 12).

Our Vision

Fostering partnerships with families that enable students to:

- *excel in learning*
- *be globally focused*
- *have a strong sense of self-worth*
- *make a difference in the community*

Position Overview

In accordance with the Mission, Vision, Values, and Strategic Priorities of Pedare, the Deputy Principal – Student Life & Wellbeing is a senior leadership position reporting to the Principal. This role is responsible for the effective leadership, management, and support of staff in the planning, delivery, evaluation, and evolution of student experiences across all three schools (Junior R-5, Middle 6-9, and Senior 10-12).

The Deputy Principal – Student Life & Wellbeing is responsible for the strategic oversight and development of high-quality co-curricular, extra-curricular, and student wellbeing programs across Reception to Year 12. This role ensures that all students have opportunities to engage fully in College life, achieve to their potential and be celebrated; contributing to a positive and holistic learning journey for all students. The Deputy Principal – Student Life & Wellbeing works collaboratively with the Deputy Principal - Teaching and Learning, Heads of Schools, and the College Leadership Team to ensure a broad and enriching school experience. The Deputy Principal – Student Life & Wellbeing will deputise for the Principal as required.

This position will maintain a teaching load of up to 0.2 FTE, as negotiated with the Principal. Current South Australian Teachers' Registration is a requirement of this role.

Line Management: This role reports to the Principal

Colleagues: The Deputy Principal – Student Life & Wellbeing is a member of the College Leadership Team, which also includes the Principal, Deputy Principal - Teaching and Learning, Head of Senior School, Head of Middle School, Head of Junior School, Business Manager, Manager People and Culture and Leader of Innovation and Enterprise

Direct Line Reports: Director of Sport and Extra-Curricular, Director of Outdoor Education, Director of Music

The Deputy Principal – Student Life & Wellbeing also works closely with the Wellbeing Leadership team, comprising Heads of Schools, Assistant Heads of Schools, Community Coordinators, Year Level Coordinators, College Chaplains and Counsellors

Location: Golden Grove, South Australia

Key Responsibilities

The Deputy Principal – Student Life & Wellbeing will be responsible for:

1. Strategic Leadership and Development (Student Life & Experiences):

- Design, lead, and evolve structures and systems for co-curricular and extra-curricular opportunities across all schools (R-12)
- Lead staff in providing rich and meaningful programs and events that complement the R-12 curriculum
- Provide strategic leadership of the College Community system
- Ensure the efficient and safe management of all College events through robust risk management and oversight of relevant policies/procedures
- Lead staff in processes for planning, approving, and executing student experiences
- Lead staff to promote and manage a diverse and sustainable range of extra-curricular opportunities catering to student interests and talents across R-12
- Ensure the alignment of student leadership structures and processes across all three schools (R-12)
- Evaluate the co-curricular and extra-curricular programs for students to ensure they are aligned with the College's strategic goals
- Lead the development and implementation of policies and procedures related to student life and experiences across the College
- Foster a culture of participation and celebration of student achievement in all aspects of College life beyond the classroom
- Oversee the effective management of resources allocated to co-curricular and extra-curricular programs
- Work with the Deputy Principal - Teaching and Learning to optimise student engagement and manage workload through oversight of College Calendar
- Oversee interstate and international trips and tours.

2. Strategic Leadership and Development (Student Wellbeing):

- Design, lead, and evolve structures and systems for student wellbeing across all schools (R-12)
- Stay abreast of current best practices and innovations in student engagement and wellbeing
- Provide strategic leadership and direction for the College's whole-school approach to student wellbeing

- Lead the implementation of Pedare's Student Engagement and Relationships Policy in partnership with Heads of Schools
- Develop, implement, and regularly review the College's Wellbeing Framework, ensuring it is evidence-based and responsive to the needs of all students from Reception to Year 12
- Oversee the development and implementation of preventative and intervention strategies to support student wellbeing
- Ensure effective communication and collaboration between wellbeing staff, teachers, parents/caregivers, and external support agencies
- Monitor and evaluate the effectiveness of wellbeing programs and initiatives, using data to inform future planning and resource allocation
- Support Heads of Schools with escalated student pastoral and behavioural matters
- Analyse and utilise attendance, engagement, and wellbeing data to inform proactive strategies
- Support Deputy Principal – Teaching and Learning in the design and delivery of Pedare's Guiding Principles for Learning (GP4L)
- Work closely with students, staff and families to support our community's capacity to utilise technology effectively and safely.

3. Operational Oversight and Management:

- Manage and support staff involved in leading student wellbeing, co-curricular and extra-curricular activities (as per direct reports)
- Conduct regular check-ins with staff and managers, adjusting practices based on feedback and diverse needs
- Respond promptly and sensitively to staff concerns
- Establish high expectations through supporting, developing, and modelling best practices in professional collaboration
- Develop and manage budgets related to student life, experiences, and wellbeing
- Ensure compliance with relevant legislation, policies, and guidelines related to student safety and wellbeing
- Ensure all College activities are appropriately supervised, adhering to child safety standards
- Ensure compliance with safe work practices, College procedures, and relevant legal obligations
- Identify and implement risk-minimising strategies across student experience programs
- Fulfil any reasonable role(s) delegated in relation to Emergency Management or Crisis Management
- Establish and maintain effective communication channels with students, parents/caregivers, and staff regarding student life, experiences, and wellbeing matters
- Oversee the planning and execution of whole College events and activities
- Provide leadership as part of our shared facility relationship with Gleeson College and Golden Grove High School as part of the One+ Management Group (OMG).

4. Fostering Partnerships and Teamwork:

- Together with the College Leadership Team, ensure policies, programs, and practices align with Pedare's Mission, Vision, Values, and Anglican & Uniting Church ethos
- Work collaboratively as part of the College Leadership Team
- Deliver high-level leadership and collaboration with internal and external community members
- Nurture and develop relationships across the broader community

- Work collaboratively with the Deputy Principal - Teaching and Learning to strategically balance academic, co-curricular, extra-curricular, wellbeing, and leadership opportunities in the College calendar and ensure a seamless and holistic educational experience for all students
- Partner with Heads of Schools to align student life and wellbeing initiatives with the specific needs of each school
- Contribute actively to the overall strategic direction and management of the College
- Build and maintain networks with educational leaders and institutions, and maintain awareness of current and future educational initiatives relevant to R-12 leadership and teaching
- Build and maintain positive relationships with students, parents/caregivers, staff, and the wider community
- Liaise with external organisations and agencies to enhance student support and opportunities
- Contribute strategically to staff wellbeing initiatives.

5. Professional Growth and Development:

- Engage in regular self-reflection and seek leadership feedback
- Participate in College leadership development opportunities
- Maintain current knowledge of educational leadership trends.

6. Contribute to College and Community Success:

- Contribute to the broad leadership and culture of Pedare, being present across College events.

7. Evaluation and Future Planning:

- Report on activity specific KPIs
- Manage, monitor, and report on relevant budgets
- Oversee and evaluate budget allocations, ensuring effective resource utilisation aligned with strategic priorities
- Evaluate program outcomes against targets
- Plan for future developments of student programs
- Negotiate KPIs with the Principal and review them annually.

8. Deputising for the Principal:

- Undertake the responsibilities of the Principal as required and delegated, ensuring the smooth and effective operation of the College.

Work Health and Safety

This role is deemed to be a Worker under the [Work Health and Safety Act 2012 \(SA\)](#). As a Worker, while at work the Deputy Principal – Student Life & Wellbeing must:

- Take reasonable care for their own health and safety; and
- Take reasonable care that their actions or omissions do not adversely affect the health and safety of other persons; and
- Comply, so far as the worker is reasonably able, with any reasonable instruction given by the College

- Assist in the support of a safe workplace by reporting hazards, incidents, accidents and potential risk
- Co-operate with any reasonable policy or procedure of the College relating to health or safety at the workplace that has been notified to workers.

Qualifications and Experience:

- Appropriate academic qualifications and South Australian Teaching Registration
- Current South Australian Working With Children (WWCC) clearance
- Current Responding to Risks of Harm, Abuse & Neglect (Education Care) Certificate
- Proven success in program development, financial management, and performance metrics in education
- Strong leadership and stakeholder engagement skills with a track record of collaboration and trust-building
- Demonstrated creativity, initiative, multitasking proficiency, and strong ICT skills
- Excellent administrative, strategic thinking, and problem-solving capabilities
- Ability to work effectively in a team, supporting leadership decisions and maintaining professionalism.

Desirable Criteria:

- 5+ years of school leadership experience in a similar R-12 independent school
- Relevant postgraduate qualifications in education, leadership, or business management
- Involvement in relevant professional communities.

Personal Qualities:

- Highly refined communication skills, exceptional organisation, relational, strategic thinking, problem-solver, sophisticated mediator, highly resilient, warm, empathetic, good-humoured.

Required:

- Commitment to living, modelling, teaching and promoting the Christian mission of Pedare as an Anglican and Uniting Church School
- Out-of-hours work is essential
- Some interstate/intrastate travel may be required
- Outstanding customer service skills and a demonstrated commitment to work in partnership with students, staff and families
- Strong organisational and interpersonal skills, including the ability to manage information and correspondence with confidentiality, discretion and diplomacy
- A proven track record in building positive relationships with a range of people
- An ability to work in a team environment and to be supportive of others
- An ability to creatively solve problems and a willingness to embrace change
- A growth mindset and commitment to continuous improvement
- Knowledge of WHS principles and their application in the workplace.



HOW TO APPLY

Applications including a cover letter and CV should be addressed to Andrew Reed and Justin Hinora.
Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.