



Position Description

POSITION TITLE	Director of Students
POSITION HOLDER	TBC
REPORTS TO	Master
TIME ALLOCATION	Full Time

Position Contribution

Wesley College is a Uniting Church Residential College for men and women who undertake full time study at the University of Sydney. This position is accountable for fostering the social, community and welfare development of students within a residential community that engenders in them individual responsibility, independence, respect for and sensitivity to others. The Director of Students is responsible for maintaining discipline in the College and working with the Pastoral Care Team in relation to the pastoral care of all students.

Relationships

The Director of Students reports to and works closely with the Master. This position forms part of the Executive Leadership Team. The Director of Students in the role of enhancing day to day student life, works alongside the Director of Programs. In the Master's Absence, this position is one of two positions to have delegated authority (the other being Director of Programs).

The College Counsellor, Community Leaders and Student Employees of the College report directly to this position. The Director of Students, under the direction of the Master, maintains effective relationships with students and other relevant stakeholders.

Residential Position:

The Director of Students is required to reside onsite, in unfurnished accommodation provided by the College. The Director of Students is expected to be in residence throughout the academic year, with annual leave taken generally in out of semester periods. This role requires a 24/7 oversight and therefore may require after hours work as needed. The Director of Students is normally expected to attend two weekly dinners ordinarily held on Mondays and Wednesdays during semester, and occasionally other evening events, such as intercollegiate sporting matches.

Principal Accountabilities

1. Oversee the conduct of all individual student related matters of Wesley College.
2. Oversee and work closely with the Registrar and Director of Programs to monitor the admissions process and make recommendations to the Master.
3. Ensure outstanding pastoral care is available and provided to all residents
4. Be responsible for managing the Community Leader program, including selection, training, and ongoing mentoring and guidance.
5. Maintain discipline within the College and ensure all matters related to this are communicated to the Master
6. Provide strong leadership for the College community
7. Take on role of Chief Fire Warden and maintain appropriate levels of training and oversight of the Fire Wardens (Community Leaders).

Duties

1. Act in the role of the Master in his/her absence and carry out duties consistent with the purpose of the role as directed by the Master.
2. Oversee the organisation of Welcome Week and be responsible for oversight of all planning and management of activities, including liaison with Welcome Week Leadership Team.
3. Oversee the role of the Community Leaders (CL) and supervise and mentor them in their daily duties. This includes regular weekly meetings with the CL team.
4. Carry out agreed disciplinary procedures to ensure the College's and community's standards are upheld in accordance with the Vision, Mission and Values Statement and Discipline Policy.
5. Have oversight of the advertising and interview process of student employment within the College and policies and procedures associated with this area
6. Assist the Master, alongside the Director of Programs, with interviews in pre-admission stage.
7. Work with the Registrar to progress the admissions process and coordinate the Returning resident process each year.
8. Sit on the WH&S Committee and have oversight of the emergency evacuation procedures within the College as part of the Chief Fire Warden responsibility.
9. Attend events associated with the student life of the College, and the wider College community as required by the Master
10. Provide detailed written reports each semester to the Master on areas of responsibility, including the CL role, disciplinary matters and student events management within the College.

Key Performance Indicators

1. Provide strong and effective leadership to the College community and ensure effective management of student discipline issues
2. Ensure all training and associated matters in relation the Community Leader role are up to date.
3. Actively foster links and strong relationships outside the organisation to attract suitable applicants to Wesley College, particularly from a variety of secondary education providers.
4. Manage the Student Services area within the budget provided.

An annual performance review will be conducted by the Master, including feedback from members of the Wesley College community.

Key skills Experience and Attributes

1. A university degree (preferably Post Graduate) and related experience in the education sector.
2. Commitment to the goals and strategic direction of Wesley College and an understanding of the polity of the Uniting Church.
3. Ability to be decisive and firm in decision making and manage difficult situations.
4. A good understanding and working knowledge of the duty of care requirements in a residential student environment
5. Ability to communicate effectively in written and oral forms
6. Empathy for and appreciation of current issues relating to young adults.
7. Proven administrative and organisational ability with some relevant experience in educational and staff management.
8. Ability to lead others by using appropriate methods, skills and styles to motivate others towards achievement, including effective delegation.
9. Ability to apply high level skills in dealing with students, staff, parents, and other stakeholders.
10. Demonstrated understanding of and commitment to WHS, risk management and EEO principles as they relate to this role.

Lisa J Sutherland
Master
April 2021