



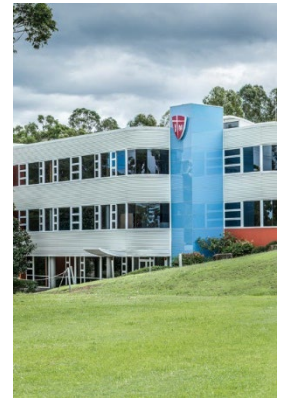
**John Paul College**  
Unity | Christ | Learning



## **Dean of Academic Welfare (Primary)**

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2026



### **Position Purpose**

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The **Dean of Academic Welfare – Primary** provides proactive, strategic leadership to ensure a consistent, whole-school approach to student wellbeing and behaviour.

The role is instrumental in building teacher capacity in classroom management, promoting restorative practices, and embedding a culture of care and respect across the Primary School.

The Dean fosters strong partnerships with staff, students and families to provide assurance around student wellbeing and actively drives initiatives that support a safe, inclusive, and respectful learning environment.

# About John Paul College

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John Paul College is one of Queensland's largest independent Early Learning to Year Twelve co-educational schools. Founded in 1982 as the state's first Christian ecumenical school, we have a collective enrolment of over 2,300 students.

John Paul College delivers a contemporary education grounded in traditional values. Our people are at the heart of all we do, and this is reflected in our purpose: To Educate, To Inspire, To Make A Difference.

Located 20 minutes south of Brisbane's CBD, the natural bushland campus features extensive and modern facilities to support a leading-edge technology program and wide-ranging cultural and sporting opportunities.

## Our Purpose

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Develop ethical, creative and service-oriented thinkers who thrive in a complex global environment.

## Our Mission

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To accelerate our dynamic learning community, igniting excellence in all.

## Our Value Proposition

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John Paul College delivers a contemporary co-education grounded in traditional values. We create opportunities and pathways for all students to excel, develop character and become world-ready within our culturally diverse and inclusive community.

## Our Values

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### Mutual Respect

We show mutual respect by:

- Accepting others, celebrating our diversity and individuality
- Ensuring fairness and equity in every interaction
- Being patient and tolerant with each other

### Integrity

We act with integrity by:

- Demonstrating honesty and truthfulness
- Leading honourable lives with humility
- Taking responsibility and meeting our obligations

### Compassion

We live with compassion by:

- Showing kindness and love to others
- Caring for the vulnerable and marginalised in our community
- Generously giving of ourselves through active service

### Excellence

We strive for excellence by:

- Seeking knowledge and a deep understanding of the world
- Rising to the challenge of the complex, difficult and unfamiliar in our lives
- Setting and achieving aspirational goals.

## Reporting relationships

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The Dean of Academic Welfare reports to the Deputy Principal - Head of Primary School.

**Direct reports:** Head of Diverse Learning, Primary Counsellors, The PA to the Deans (Primary), Administrative Assistant (Academic Welfare)

**Key Liaisons:** The Dean of Academic Welfare- Primary has formal and informal interactions with the Principal, members of the Executive Team, the EA to the Principal, EA to the Deputy Principal- Head of Primary, Deans (Primary School), Head of Early Education, Classroom Teachers, Diverse Learning Team, students and parents.

The Dean of Academic Welfare - Primary also works closely with the Dean of Studies – Primary School, Dean of Pedagogy - Primary School, Dean of Studies - Secondary School, Dean of Academic Welfare - Secondary School, and Dean of Pedagogy - Secondary School.

## Key responsibilities – Primary School Deans

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The Deans are responsible for leading with vision, purpose, and a deep commitment to enhancing the quality of teaching, learning, and wellbeing across the Primary School.

It is expected that all Deans will:

- Take a proactive leadership role in the development, articulation, and implementation of the John Paul College Strategic Vision, ensuring alignment with whole-school priorities and initiatives across the Primary School.
- Drive consistency and excellence in teaching and learning by modelling high-impact teaching strategies, supporting pedagogical alignment with the College's frameworks, and embedding a culture of continuous improvement.
- Work in partnership with the Deputy Principal- Head of Primary and other Deans to build teacher capacity through coaching, mentoring, and the implementation of the Performance and Development Framework.
- Lead the systematic use of data and evidence-informed practice to improve student learning outcomes, identify cohort trends, and design targeted interventions that have measurable impact.
- Ensure the academic progress, pastoral care, and wellbeing of all students are central to the operations of the Primary School, through collaborative planning and oversight of programs that support student growth.
- Be visible, present, and actively engaged in the daily operations of the Primary School, demonstrating strong relational leadership and supporting staff, students, and families.
- Assist with daily staffing, including managing staff absences, liaising with relief teachers, and supporting the effective coordination of timetables to ensure continuity of learning.
- Champion and contribute to whole-school events and initiatives, including co-curricular programs, parent engagement forums, information evenings, and orientation programs.
- Ensure accessibility and responsiveness through an "Open Door" approach to staff, students, and parents, fostering a culture of trust and relational care.
- Stay informed of contemporary educational research and best practice, and actively lead professional learning and innovation in pedagogy, assessment, and curriculum design.
- Collaboratively oversee the performance, development, and wellbeing of academic staff, including contributing to recruitment, induction, and review processes.
- Promote the effective and ethical use of digital tools to enhance learning, streamline communication, and support data-informed teaching practices.
- Build strong cross-campus connections, particularly with the Secondary Deans, to ensure continuity, alignment, and shared vision from Kindergarten to Year 12.
- Monitor and manage allocated budgets, resources, and operational plans aligned to strategic goals and student learning priorities.
- Model and uphold the John Paul College values of mutual respect, integrity, compassion, and excellence in all interactions and decisions.

- Undertake other duties aligned to the role and the strategic priorities of the College, as directed by the Principal or their representative.

## **Key responsibilities – Dean of Academic Welfare (Primary)**

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**The Dean of Academic Welfare will:**

### **1. Lead Academic Welfare and Pastoral Care**

- Design and lead a whole-school proactive Academic Welfare Program that promotes a positive and inclusive school culture aligned to College values and the IB Learner Profile.
- Establish and maintain consistent behaviour expectations and restorative practices across the Primary School.
- Provide clear procedures and staff training to support classroom management and address challenging behaviours, ensuring all students can learn and teachers can teach effectively.
- Act as case manager for complex student needs, including students returning from suspension or at risk of disengagement.
- Provide support and guidance to staff regarding effective wellbeing and behaviour strategies, including targeted social-emotional learning.
- Maintain up-to-date records of behaviour incidents, wellbeing plans, interventions, and parent meetings.
- Oversee the tracking and analysis of student wellbeing and behaviour data across the school to inform teacher practice, identify patterns, and guide responsive support for students' social, emotional, and behavioural needs.

### **2. Build Teacher Capacity in Behaviour and Welfare**

- Develop and facilitate professional learning focused on classroom management, restorative practices, student engagement, and inclusive approaches.
- Provide coaching and support for staff to strengthen their understanding and implementation of behaviour management strategies.
- Establish clear systems to monitor student conduct and wellbeing, ensuring consistency and accountability across the school.
- Promote a culture of shared responsibility for student wellbeing across all staff.

### **3. Foster a Culture of Care and Assurance**

- Actively shape a Primary School culture that prioritises student wellbeing, emotional safety, respect, and belonging.
- Be a visible and trusted presence across the school community for students, staff, and families.
- Facilitate restorative conversations and manage student discipline processes, including complex behaviour matters.
- Provide parents with confidence that student welfare is supported through clear communication, timely follow-up, and strong home–school partnerships.
- Collaborate with the Dean of Pedagogy and Dean of Studies to ensure pastoral care and academic support are holistically aligned.

### **4. Class Formation and Transitions**

- Lead and oversee the creation of class groups for the upcoming academic year using 'Class Solver'.
- Maintain detailed records of parent requests, teacher input, and student data (including academic, behavioural, and social-emotional needs).
- Ensure classes are balanced across gender, learning profiles, behaviour, social groupings, and academic levels.
- Collaborate with the Deputy Principal- Head of Primary, Deans, Learning Leaders and classroom teachers to review and finalise class placements.
- Act as a key liaison with John Paul International College (JPIC) to manage student transitions, class placements, and interview processes.

## **5. Oversee Diverse Learning**

- Lead and manage the Head of Diverse Learning and the Primary Counsellors, ensuring alignment of supports and effective service delivery.
- Ensure students with additional needs or requiring enrichment are identified and supported through personalised adjustments and programs.
- Maintain oversight of learning assistants and their deployment in collaboration with the Dean of Studies.
- Lead the development and review of behaviour contracts, support plans, and wellbeing adjustments.

## **6. Visibility, Communication and Administration**

- Maintain high visibility within the school to build rapport, monitor climate, and proactively address emerging issues.
- Chair relevant student welfare and leadership meetings.
- Guide and support the development of student leadership programs that promote voice, agency, and responsibility.
- Coordinate pastoral communication to families, student assemblies and parades, and parent education sessions.
- Lead the development and coordinator of school camps, pastoral programs, and wellbeing initiatives.
- Prepare reports and updates for the Deputy Principal- Head of Primary and Executive as required.

## **Other Responsibilities**

- Provide oversight of staff management and contribute to a positive and productive staff culture.
- Attend key school events and functions as required, representing the College and supporting community engagement.
- Contribute to school marketing efforts, including providing input into promotional material, tours, and communications.
- Participate in new student interviews, supporting enrolment processes and student transition into the Primary School.
- Conduct regular classroom visits to support instructional improvement, staff visibility, and student engagement.
- Oversee function requests and ensure risk management forms are completed and compliant for events and excursions.
- Prepare regular reports for the Deputy Principal- Head of Primary and Principal, providing updates on pedagogical progress, staff development, and teaching and learning initiatives.
- Assist with student supervision as required, ensuring safe and orderly environments during non-instructional times.

## **Leadership Responsibilities**

- Contribute to strategic planning and implementation of the College's Strategic Vision and Bold Goals.
- Serve as a key member of the Primary School Leadership Team, contributing to strategic decisions around curriculum, teaching and learning, staffing, and culture.
- Participate in enrolment interviews, orientation sessions, student management, staff mentoring, and school events.
- Deputise for the Deputy Principal- Head of Primary as required.
- Support the Performance and Development Framework through coaching and goal alignment.
- Maintain a commitment to ongoing professional learning and evidence-informed practice.
- Mentor and support Stage Leaders and Year Level Coordinators and teachers to strengthen instructional leadership across the school.
- Build a strong culture of trust, professionalism, and high expectations in teaching practice.

## Skills and abilities

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- Demonstrates outstanding interpersonal and relational leadership skills, with the ability to consult, collaborate, influence, and engage effectively with staff, students, parents, and key stakeholders.
- Proven ability to translate the John Paul College Strategic Vision into impactful daily practice, aligning teaching and learning with whole-school priorities.
- Maintains a deep and current understanding of evidence-informed pedagogy, curriculum design, and student wellbeing, and applies this knowledge to lead instructional improvement.
- Demonstrated capacity to lead and work collaboratively in a high-performing, dynamic environment, fostering a culture of trust, shared responsibility, and continuous growth.
- Possesses high-level written and verbal communication skills, with the ability to prepare clear reports, facilitate professional dialogue, and communicate complex ideas effectively.
- Strong strategic thinking and planning skills, including the ability to set direction, implement action plans, and evaluate the impact of initiatives on student learning and staff development.
- Committed to personal and professional growth, engaging in ongoing professional learning and reflective practice to enhance leadership effectiveness.
- Acts as a senior leader within the College, demonstrating professionalism, integrity, and full alignment with the vision and direction of the Principal and Executive Leadership Team.

## Additional requirements

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All employees of John Paul College are required to:

- Maintain a degree of flexibility in working hours from time to time as required for the position, including attendance at functions and events early in the morning, in the evening and on weekends.
- Accept that the College reserves the right to modify the position to meet its operating needs
- Assist and relieve in other positions from time to time.
- Demonstrate support for the College's philosophy, policies and procedures and core values.
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their representative.
- Support the College's core values and College's Christian Ecumenical ethos.

This position involves working with children. The successful applicant will be required to undergo employment screening in accordance with legislative requirements for child-related employment, including holding and maintaining a current Working with Children Check (Blue Card) and registration with the Queensland College of Teachers (QCT)

## Qualifications

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- A Master's degree in Education or a related field is preferred.
- Current registration with the Queensland College of Teachers (QCT).
- Current certification in First Aid.

## Experience

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The Dean of Academic Welfare is an accomplished and respected educator with a strong background in pastoral leadership within the independent education sector.

They bring a demonstrated track record of driving student wellbeing and behaviour initiatives that lead to meaningful outcomes, alongside a deep commitment to educational excellence.

The successful candidate will possess the capacity to articulate a clear educational vision, foster a culture of care and high expectations, and lead, motivate, and inspire staff to build collective efficacy in support of every student.

## Selection criteria

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1. A proven track record of leadership in student wellbeing, pastoral care, and behaviour management within a primary school setting, ideally in the independent sector.
2. Deep knowledge of contemporary research, frameworks, and approaches to student welfare, including restorative practices, trauma-informed practice, and inclusive education.
3. A strong understanding of child development and children's mental health, with the ability to apply this knowledge to proactive and responsive wellbeing support.
4. Extensive experience in leading and supporting consistent behaviour management practices across a school, including building teacher capacity in classroom management.
5. A history of impact as a highly accomplished primary educator with the ability to model and support high-impact teaching practices that foster student engagement and success.
6. Strong data literacy and proficiency in using digital platforms (e.g. Microsoft 365, class placement software, student wellbeing systems) to inform decision-making and planning.
7. Outstanding communication and interpersonal skills, with the ability to build trust, navigate complex conversations, and foster strong partnerships with staff, students, and families.
8. A commitment to upholding and modelling the core values and strategic vision of John Paul College.

## Employment Conditions

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- This employment is Award Free
- This is a maximum term five-year full-time appointment with potential for additional five years at the Principal's discretion
- Six (6) month probationary period applies
- Full-time basis: 38 hours per week
- Annual leave: six (6) weeks per year
- Total Employment Cost (TEC) package including superannuation and leave loading
  - Salary paid fortnightly in full compensation for all time worked and includes all legislative entitlements including but not limited to overtime, penalty rates, and allowances
- College uniform not required