



Director of Students (Lower Secondary)

The Director of Students (Lower Secondary) provides strategic and compassionate leadership in promoting for student wellbeing, belonging, and holistic development across Years 7, 8 and 9. This role is responsible implementing effective pastoral care systems and supporting smooth transitions between key educational stages (Students entering Year 7 and Year 9 to Senior Secondary), and cultivating strong, collaborative partnerships with students, families, and staff.

As a key member of the Secondary Leadership Team, the Director of Students (Lower Secondary) contributes to whole-school planning and reports directly to the Head of Secondary. The role carries a negotiable teaching load.

As a Child-Safe School, we are committed to the National Principles for Child Safe Organisations. Our intentional and extensive safety and wellness curriculum ensures that student wellbeing is a priority, safeguarding all students and promoting practices that support their growth and development.

Start Date: January 2026 or earlier by negotiation.

Key Responsibilities

1. Leadership and Team Management

- Lead and develop the Lower Secondary Pastoral Team (Heads of House, Connect Teachers, and support staff).
- Collaborate with the Secondary Leadership Team to align student support and wellbeing with College priorities.
- Ensure staff are equipped, resourced, and supported to deliver high-quality pastoral care.

2. Student Wellbeing, Mental Health, and Support

- Oversee College student management and learning systems (TASS and SchoolBox) that monitor attendance, behaviour, wellbeing, and engagement for Years 7–9.
- Coordinate timely responses to student needs in partnership with the College Psychologist, Counsellors, Nurse, and Chaplains.
- Develop Risk Management Plans (RAMP) as required with the Mental Health Support Teams.
- Champion mental health initiatives that promote resilience, positive relationships, and safe learning environments.
- Working with the staff in Christian Spiritual Formation, develop positive ways to integrate faith experiences into the learning program.
- Lead proactive wellbeing and formation initiatives, including workshops, mentoring, and targeted intervention.
- Develop and implement sessions and thematic programs (Belong) that strengthen identity, belonging, and culture within Lower Secondary.
- Oversee year group themes, key activities, milestone events, and co-curricular opportunities.
- Promote student leadership pathways and mentor students, ensuring student voice is considered in decision-making.

3. Camps, Experiences, and Event Oversight

- Provide leadership and oversight of all Lower Secondary camps, retreats, and experiential learning activities.
- Ensure camps and retreats and events reflect the College's values, build community, and support character development.
- Partner with staff to design meaningful and safe experiences that leave lasting impact on students.

4. Parent and Community Partnerships

- Maintain clear and regular communication with parents regarding student progress, wellbeing, and achievements.
- Partner with the Head of Secondary and Wellbeing Team to deliver workshops and events that equip and involve parents.
- Build community connections that enrich student experiences and wellbeing.

5. Strategic Development and Evaluation

- Implement initiatives that support student growth and wellbeing in alignment with College values and strategy.
- Use data to evaluate the effectiveness of pastoral programs, reporting regularly to the Head of Secondary.
- Contribute to whole-school planning and ensure the Lower Secondary experience prepares students well for Senior Secondary.

6. Student Transition Initiatives and Oversight

- In collaboration with key personnel, further develop the College's transition plan for students entering Year 7 from local primary schools and Lake Joondalup Baptist College Primary School, ensuring a cohesive and supportive experience.
- Work with the Secondary Leadership Team to ensure students transitioning to Senior Secondary in Year 9 are well-prepared through structured planning, mentoring, behavioural standards, targeted support programs, and engaging learning opportunities.
- Partner with Heads of Department, Heads of House, and other relevant staff to design and implement an effective orientation program for incoming students.
- Support the Principal and Head of Secondary with enrolment interviews as required.

7. Academic Progress Monitoring and Reporting

- Monitor student academic progress across Years 7-9, including oversight of Progressive Assessment Tests (PAT) ~~and the delivery of the NAPLAN program~~ for Year 7 and Year 9 students.
- Lead the scheduling, planning, and implementation of the Year 7 and Year 9 NAPLAN program.
- Ensure NAPLAN data analysis is shared with the Secondary Curriculum Team and integrated into the Staff Data Dashboard and the College Data Plan.
- Collaborate with the Secondary Learning Technologies Manager to review and update the College's IT Agreement for students in Years 7-9.

Essential Selection Criteria

The essential criteria for this role:

1. Committed Christian

- A practicing Christian and active member of a church, with a commitment to modelling Christian values within the school community. A current reference from the applicant's Church Pastor/Minister should be provided, displaying evidence of active involvement in their faith community.

2. Leadership and Management:

- Model and uphold the College values: Seek Wisdom, Act Justly, Love Mercy, Walk Humbly.
- Build strong, trusting relationships with students, parents, and staff.
- Champion the holistic development of every student with courage, compassion, and professionalism.
- Demonstrate strategic thinking, initiative, and accountability in leading people and programs.
- Foster a culture that recognises and develops the unique potential of each student.

3. Qualifications, experience and personal qualities

- A relevant bachelor's degree in education, with a focus on secondary education.
- A postgraduate qualification such as a Master's Degree in Education or Educational Leadership preferred.
- Extensive teaching experience in Secondary education.
- Demonstrated experience in implementing student development and support programs.
- Substantial experience in leadership roles within education, such as being a Deputy Principal, Head of Department, or other leadership positions in Secondary settings.

4. Communication & Relationships:

- Demonstrated ability to build positive relationships with students, staff, parents, and external service providers to create and manage effective environments and opportunities which enhance student wellbeing and individual outcomes, based on mutual respect.
- Demonstrated ability to manage staff performance well, with support from Human Resources.

5. Teacher Registration:

- A recognised qualification in teaching and be currently registered, or eligible for registration to teach, with the Teacher Registration Board of Western Australia.

Paul Sonneman-Smith
College Principal

September 2025

How to apply and additional information

Please visit the Employment Section on the College website:
<https://www.ljbc.wa.edu.au/Employment.php> and read the 'Application Information' section.

Applications must be submitted with a completed Employment Application Form, which can be downloaded on the Employment page.

Please ensure that you have included the following documentation in your application as outlined below:

1. A completed Employment Application Form
2. Covering letter which includes written responses to the Essential Selection Criteria in the Job Description.
3. Resume which includes contact details of two professional referees.
4. Certified copies of qualifications and academic transcripts.
5. Proof of current registration with the Teacher Registration Board of Western Australia.
6. Nationally Coordinated Criminal History Check through Department of Education (Western Australia) less than six months old, or undertaking to apply prior to commencement.
7. Working with Children Check, or undertaking to apply prior to commencement.
8. A written reference from your Church Pastor/Minister.

Please submit your application by email and in **PDF Format** to: HR@ljbc.wa.edu.au

Applicants will receive a return email confirming that their application has been received by the College. If you have not received this email within two days of sending your application, please contact the Human Resources Officer on 9300 7444.

Please note that only applicants who are shortlisted for interview will be contacted.

Closing date for applications: 4.00pm, Monday 29 September 2025.