



CARMEL SCHOOL
Excellence • Community • Tradition



Pastoral Care and Wellbeing Coordinator **Elsa High School Section**

Carmel School is seeking motivated and passionate candidates to oversee its pastoral care and community wellbeing programmes and to cultivate pastoral care and wellbeing within the school community in accordance with the School's mission. Reporting to the Principal and Senior Leadership Team, you will be part of a highly dedicated and professional team.

Carmel School is a leading international IB Continuum School offering PYP, MYP and DP. Carmel School is also accredited by WASC.

Duties and Responsibilities

- Manage student behavior and provide student support.
- Make a significant contribution for the school on issues of behavior and attendance; promote a whole School approach in developing and implementing policies and procedures.
- Oversee and guide the High School Form tutor team, providing pastoral training and establishing regular meetings with planning & feedback.
- Liaise with teaching and support staff to provide targeted student support as required.
- Run and oversee Student Monitoring System (CPOMS).
- Work closely with parents to help address underachievement, attendance, behavior/emotional/psychological issues.
- Meet with parents to keep them informed and to secure positive family engagement.
- Develop and maintain partnerships with external agencies/organisations and extend resources/initiatives to address barriers to learning.
- Safeguard young people by ensuring that all aspects of the Child Protection Policy and the Health and Safety Policy are adhered to.

Requirements

- An undergraduate degree and a recognised teacher certification, i.e. Bachelor degree in Education, Postgraduate Diploma in Education, or equivalent.
- At least two years relevant experience.

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