ST. PETER’S COLLEGE

HOUSE LEADER

POSITION DESCRIPTION

Role Description

The House Leader is responsible to the Principal, through the Deputy Principal (DP) – Head of Campus for overseeing the wellbeing of all students of a particular House. The House Leader has a broad responsibility for overseeing House specific programs, events and experiences.

General Description

The role of the House Leader is to lead Student Wellbeing; general and specific areas of pastoral care, liaise with parents as well as maintain discipline and College expectations within the House.

The overall duties of the House Leader are to oversee the smooth and efficient administration of the House by way of support and guidance for teachers in the maintenance of good order, discipline, student progress and House spirit.

The role of the House Leader is to ensure the well being of each student within the House and ensure that each is catered for in keeping with the vision of the College. This includes the necessary support and initiatives to enable each student to develop a sense of identity and personal worth and to contribute to the overall good of the community.

Specific Duties:

House Leaders are expected to:

- Develop an atmosphere and an environment which promotes the effective delivery of quality Catholic education and provides for the social, emotional, physical, intellectual and spiritual growth of each student in the House

- Support the College vision, strategic goals and annual development plans and develop related goals for the House
• Implement decisions made by the College Leadership Team. Oversee the reinforcement and follow up of:
  • correct and proper behaviour of students
  • the correct wearing of College uniform
  • late arrival and absenteeism of students
  • student academic progress
  • student subject selection and transition
  • students at risk, and
  • student leadership forums
• Attend House Leader meetings led by the DP – Head of Campus to discuss matters and develop policies regarding student welfare and learning and House activities
• Support the Learning Advisors and subject teachers in the area of pastoral care. This will include meeting with staff to monitor individual student’s welfare and progress
• Oversee the contact of each family by Learning Advisors and monitor attendance, notes from family and the Student Record Book
• Monitor problems an individual teacher or Learning Advisor may have with students from within the House and seek resolution with relevant staff. Refer and consult as appropriate with the DP – Teaching & Learning.
• Chair meetings of Learning Advisor staff and oversee the follow up of agreed action. This includes the regular monitoring of matters relating to student welfare, College standards and the effective management of the House
• Convene parent meetings as appropriate
• Liaise with the Special Programs Co-ordinator in matters relating to students with particular needs
• Liaise with the Transition Co-ordinator regarding the transition and needs of students within their House
• Participate in the VCE Academic Panels for students in their House, under the direction of the Senior Curriculum Leader
• Be a leader of learning for the students in their House, by overseeing the academic progress of students in their House. This will involve liaising with the Learning Advisors and subject teachers, as well as the Director of Learning and Curriculum Leaders
• Maintain individual student files
• Provide regular House updates for the newsletter, including full reports from each House on a rotational basis
• Organise and co-ordinate House specific events and programs to develop House spirit, a sense of belonging and maximum participation of all students, in conjunction with staff
• Notify parents of unsatisfactory behaviour or effort in class, in consultation with the Learning Advisor
• Conduct regular House assemblies, in conjunction with House student leaders, ensuring regular acknowledgement of student achievement and reinforcement of standards
• Support the SRC and student leadership programs, including House student leaders
• Induct and mentor new staff within their House
• Undertake a teaching allotment as negotiated with the Principal
- Develop House pastoral programs, in consultation with all House Leaders, the DP – Head of Campus and the Student Welfare Leader.
- Organisation of House liturgies in consultation with the Religious Education Leader and Chaplain
- Take responsibility for the House at College functions eg. Whole School Assemblies, Liturgies etc
- Other duties as required by the Principal

**Joint House Leaders Duties**

In conjunction with other House Leaders:

- Be responsible for Parent Information Evenings either House or Year Level
- Conduct year level assemblies as required on a rotational basis
- Other duties as required by the DP and Principal
- Liaise with the Sports Manager and the Arts Coach regarding House sporting/cultural programs and assist House Leaders in the implementation of such programs
- Be responsible for acting for and/or with other House Leaders on occasions with incidents involving students from more than one House
- Oversee student mentoring program within House between year levels

**POL - 3**

**Time - 10 Periods**

**Tenure - 3 Years**