



HOUSE LEADER

Responsible to: **PRINCIPAL**

Report to: **DEPUTY PRINCIPAL – HEAD OF CAMPUS**

REMUNERATION & TIME ALLOWANCE

Position of Leadership Allowance: POL3
 Time Allowance: 9 Periods per cycle
 Tenure: 3 Years

Position Description – House Leader

STATEMENT OF DUTIES	
Leadership	<ul style="list-style-type: none"> • To lead Student Wellbeing; including general and specific areas of pastoral care, liaising with parents as well as maintaining discipline and College expectations within the House. • To ensure the well-being of each student within the House and that each is cared for within the vision and mission of the College • To provide 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. • To oversee the smooth and efficient administration of the House • To support and guide Learning Advisors in the maintenance of good order, discipline, student progress and House spirit is core business.
Responsibilities	<ul style="list-style-type: none"> • Assist the Head of Campus with the pastoral care, wellbeing and discipline of all students in the House. • Oversee House activities. • Support transition of students into the house. • Organise Student Leadership selection for the House and assist the Pastoral Care Leader with Student Leadership management and training processes. • Assist the Head of Campus with the smooth operation of the House. • Perform other day-to-day operations as requested by the Principal.
Pastoral Care and Child Safety	<ul style="list-style-type: none"> • Provide students with a child-safe environment. • Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety. • Proactively monitor and support student wellbeing. • Exercise pastoral care in a manner which reflects school values. • Implement strategies which promote a healthy and positive learning environment.
General Duties	<ul style="list-style-type: none"> • 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 and mission, strategic goals and annual development plans and develop related goals for the House.

STATEMENT OF DUTIES

- 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 wellbeing 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 wellbeing 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 – Learning & Teaching.
- Chair meetings of Learning Advisor staff and oversee the follow up of agreed action. This includes the regular monitoring of matters relating to student wellbeing, College standards and the effective management of the House.
- Convene parent meetings as appropriate.
- Liaise with the Learning Enrichment Coach in matters relating to students with particular needs.
- Liaise with the Pastoral Care Leader regarding the transition and needs of students within the House.
- Participate in the VCE Academic Panels for students in the House, under the direction of the Senior Years Curriculum Leader.
- Be a leader of learning for the students in the House, by overseeing the academic progress of students in the House. This will involve liaising with the Learning Advisors and subject teachers, as well as the DP - Learning & Teaching and Curriculum Leaders.
- Ensure electronic student files are maintained.
- 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 or subject teacher.
- 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, the Pastoral Leader and the Student Wellbeing Leader.

STATEMENT OF DUTIES

	<ul style="list-style-type: none"> • Organisation of House liturgies in consultation with the DP – Mission & Catholic Identity. • Take responsibility for the House at College functions eg. Whole School Assemblies, Liturgies, etc. • Attend and organise the House presentation at House Welcome & Information Evenings. • Attend year level assemblies as required on a rotational basis • 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 and the Pastoral Care Leader on occasions with incidents involving students from more than one House. • Oversee informal student mentoring program within House between year levels. • Other duties as required by the Principal.
House System	<ul style="list-style-type: none"> • Liaise with the Pastoral Care Leader to ensure that the House runs a particular activity each year. • Organise in conjunction with the Pastoral Care Leader the end of year House Activities Day. • Assist with the organisation of students for House Swimming and Athletics Carnivals. • Assist with the implementation of the House Competition.
Professional Learning	<ul style="list-style-type: none"> • Have current knowledge of pastoral care and wellbeing initiatives. • Commit to ongoing professional learning, particular in the area of student well-being. • Be open to researching areas of interest relevant to directions provided in the school's strategic plan. • Continue development of ICT skills as technologies evolve. • Participate in the staff appraisal process. • Be an active member of a relevant professional association as duties permit.
Co-Curricular Involvement	<ul style="list-style-type: none"> • Support and be involved in the co-curricular program. • Proactively encourage students to participate in co-curricular activities. • Act as a role model for participating students. • Create and maintain a safe environment in which students may enjoy their participation. • Oversee the provision and care of relevant equipment materials and first aid requirements.
Administrative Duties	<ul style="list-style-type: none"> • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. • Maintain currency of first aid, mandatory reporting and anaphylaxis training. • Demonstrate duty of care to students in relation to the physical and mental wellbeing. • Attend all relevant school meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities. • Participate in duty supervision as rostered and other supervision duties when required. • Demonstrate professional and collegiate relationships with colleagues. • Uphold the professional standards expected of a teacher • Other duties as directed by the Principal

SELECTION CRITERIA (House Leader)	
Commitment to Catholic Education	<ul style="list-style-type: none"> • A demonstrated understanding of the ethos of a Catholic school and its mission. • A demonstrated understanding of the Church's teachings and the Catholic teacher's role in the mission of the Church. • A demonstrated capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ. • Demonstrate a capacity to express your understanding of the mission of a Catholic school in action. • A capacity to integrate the Church's teachings into all aspects of curriculum.
Commitment to Child Safety	<ul style="list-style-type: none"> • Experience working with children. • A demonstrated understanding of child safety. • A demonstrated understanding of appropriate behaviours when engaging with children. • Familiarity with legal obligations relating to child safety (e.g. mandatory reporting). • Be a suitable person to engage in child-connected work.
Education and Experience	<ul style="list-style-type: none"> • Essential: • Teaching qualifications. • Current Victorian Institute of Teaching (VIT) registration. • Accreditation to teach in a Catholic school (or be working towards such accreditation).
	<ul style="list-style-type: none"> • Desirable Other: • Accreditation to Teach Religious Education. • Demonstrated understanding and experience of pastoral care and student wellbeing. • Demonstrated experience in using ICT. • Preference for experience in inquiry based learning and use of student data to maximise learning outcomes.
Skills/Attributes	<ul style="list-style-type: none"> • Ability to work as part of a team. • Good oral and written communication skills, including ability to communicate with children, parents and the school community. • Capacity to initiate and engage in "hard conversations" with others. • Experience and proven record in effective learning and teaching skills, including management of mixed ability classes. • Ability to demonstrate an understanding of appropriate behaviours when engaging with children. • Demonstrated capacity to participate in a range of camps, retreats and other school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions. • Leadership qualities, reflective of the servant leadership model, and an ability to build leadership capacity in staff and students. • Empathy and insight into student transitional and wellbeing needs. • Self-motivation. • Ability and willingness to accept policy directives. • Highly effective organisational skills.