



Head of House (Years 10 to 12)

Role Description

POL:	3
Time Release:	13 periods
Reporting to:	Deputy Principal – Student Wellbeing and Operations
Appointment Period:	3 years
Scope:	Year Level and Campus

The role of the Head of House is to lead Student Wellbeing and Academic Progress, 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 Head of House are to oversee the smooth and efficient administration of the House by way of support and guidance for Learning Advisors in the maintenance of good order, discipline, student progress and House spirit.

The role of the Head of House is to ensure the well-being of each student within the House and ensure that each is catered for in keeping with the vision and mission 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.

Team Memberships:

- Wellbeing Team;

Collaborates with:

- Members of the College Leadership Team;
- Scholl Counsellors and Wellbeing Staff
- Other Position of Leadership appointees;
- Staff, students and parents/guardians

As a leader at Lavalla Catholic College you will actively:

- Promote the mission and Catholic ethos of the College;
- Ensure that all aspects of College life are permeated by the spirit of the Gospel and the Marist Charism;
- Collaborate with all members of the Leadership Team to creatively implement the strategic goals of the College;
- Model a leadership style and approach which reflects one that is based on a model of Christian service;
- Publicly support the leadership of the College;
- Work in an honest, open, creative and flexible manner that contributes positively to the effectiveness of the College; and
- Represent the College in external forums.



Legal Compliance and Policy Development:

- To see that all College policies are in compliance with the law and meet government statutory authority expectations;
- To be aware of and adhere to legislation and College policy relevant to the duties undertaken, including but not limited to: Child Safety; Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Privacy; Staff/Student Relationships; Conflict of interest, etc; and
- To ensure that, on a regular basis, all policies are reviewed and ratified by the College Advisory Council.

Child Safety

Teachers will have a commitment to child safety;

- 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

Key Responsibilities

A Head of House (Years 10 to 12) has responsibilities in the following areas:

Specific Duties

- 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;
- 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
- Attend meetings led by the Deputy Principal Student Wellbeing and Operations 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, which includes 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 recording of student achievements in the College databases;
- Monitor problems an individual teacher or Learning Advisor may have with students from within the House and seek resolution with relevant staff;
- Chair meetings of Learning Advisor staff and oversee the follow up of agreed action, which 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 Inclusive Learning Co-ordinator in matters relating to students with particular needs;
- Liaise with Year 9 Wellbeing Leaders regarding the transition and needs of students within their House;
- New student induction;



- Liaise with College counsellors regarding students at risk;
- Participate in the VCE Academic Panels for students in their House;
- Be a leader of learning for the students in their House, by overseeing the academic progress of students in their House, which involves liaising with the Learning Advisors and subject teachers, as well as the Directors of Learning and Teaching;
- Maintain individual student files;
- 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 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;
- Develop House pastoral programs, in consultation with all House Leaders, the Deputy Principal Student Wellbeing
- Take responsibility for the House at College functions;
- Process extended student absences forms and communicate this with relevant staff and parents;

Joint Head of House Duties

In conjunction with other Heads of House:

- Conduct year level assemblies as required on a rotational basis;
- Allocation of Lockers;
- Liaise with external agencies in the wellbeing of students including those in Out of Home Care;
- Liaise with the relevant staff 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;
- In collaboration with the Senior Learning Programs Co-ordinator process Special Provision paperwork;
- Casually supervise Study Centre for Year 12 students during recess, lunchtime and any unallocated teaching lesson;
- Implement SIMON recording of student incidents;
- Casual supervision of the ISC and SSC during student choice time;
- Roaming duty during lunchtime;
- On call classroom support for teachers who have behavioural management concerns;
- Attending retreat days and camps for relevant House;
- Mentoring Year 12 student leaders;
- In collaboration with the Camps and Events Coordinator organise and run Year 12 Celebration week as well as other specific Year 12 activities;
- MC graduation dinner on a rotational basis;
- Organise and run, or participate in Campus assemblies;
- Participate in House activities during recess and lunchtime;
- In collaboration with the Camps and Events Coordinator organise Year 12 references;



Other

- Regular communication with the community in College publications on matters relating to this role;
- Conduct Annual Review Meetings of selected relevant staff;
- Perform other duties as may be required by the Principal.

All applicants should note that this role description is not intended to be a prescriptive document and therefore will change as the position develops and forms.

Key Selection Criteria:

All staff seeking positions of leadership should demonstrate:

- Commitment to the ethos, values and vision of Lavalla Catholic College as a Catholic school in the Marist tradition;
- Ability to articulate the vision of the College and to inspire a wide range of people in order to initiate programs, events and developments.
- Have a proven record of success as a secondary teacher, with an extensive knowledge of current educational theory and practice;
- Willingness to participate in the life of the school including attending and supporting extra-curricular activities that are related to the specific leadership position;
- Capacity and willingness to undertake their role with flexibility;
- Well-developed interpersonal skills and the ability to work collaboratively with members of the College community, other schools and educational authorities;
- Appropriate qualifications and experience to lead in this area;
- A strong commitment to continuous improvement in personal practice; and
- A willingness to represent Lavalla Catholic College in a public forum.

.Applicants are required to submit the following:

1. An introductory letter briefly outlining their suitability and interest in the position
2. A detailed curriculum vitae, including contact details for referees, one of whom must be from the applicant's current setting