



House Leader

Title	House Leader
Classification	POL 3
Time Allowance	13 periods per 10 day cycle
Value Range	As per the MEA
Employment Stats	Ongoing
Length of Appointment	3 Years

The House Leader is appointed by the Principal and is accountable to the Principal through the Heads of School.

The House Leader is expected to support the vision and goals of the College as a learning community and to participate in their ongoing professional development and learning.

The House Leader will work closely with the members of the Leadership team and teachers in the development and implementation of the Pastoral Care Program. The House Leader at Marcellin College is responsible for implementing the College vision and modeling and supporting the goals of the College Mission – Education, Spirituality, Community and Justice.

Responsibilities:

- To work with Pastoral Leaders in developing College and House activities which foster and build positive House culture and foster a sense of connectedness to the House and the College
- To monitor and coordinate House activities (e.g. Awards Nights, House Masses, House Graduations, House Social Justice, House Charities) and to support other co-curricular activities involving their House members such as excursions, retreats, camps, work experience, etc
- To oversee and implement appropriate arrangements for the College's Mass/Study and Student Wellbeing programs
- To provide support for staff, promoting their involvement in classroom management/pastoral care issues and challenging and monitoring staff in their professional responsibilities with students
- To oversee the implementation of VCE/VCAL policies and procedures or Years 7–10 outcomes arrangements
- To participate in ongoing evaluation of pastoral care within their House in light of student needs, College philosophy and current pastoral care practices
- To advise on and assist with the Transition, Subject Selection, Attendance and Promotion policies and procedures of the College where appropriate
- To promote and adhere to all College policies.

Student Wellbeing

- To provide opportunity for, and monitoring the social, emotional, physical, academic and spiritual development of students in the House
- To work in partnership with the Deputy Principal, Heads of School, Student Counsellors and the Pastoral Leaders to support the development of each student's potential in a safe, encouraging and caring learning environment
- To work closely with the Social & Emotional Learning Leader to support the development and implementation of learning, wellbeing and teaching programs for students and staff across Years 7 to 12

Child Safety

- Provide students with a child safe environment
- Be familiar with and comply with the College'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
- Demonstrate duty of care to students in relation to the physical and mental well being
- To work in partnership with the Assistant Principal (Mission) and other House Leaders with implementing the annual House Paralitugry and all House Social Justice initiatives

- To work in partnership with the Heads of School and other House Leaders with the presentation of an annual House Graduation ceremony
- To assist with the planning and implementation of a Champagnat Day activities program
- To ensure students' individual needs are communicated and monitored by the Pastoral Leaders and subject teachers
- To implement and monitor all College student wellbeing, restorative practices and pastoral care policies and procedures
- To support the Heads of School in the implementation, monitoring and evaluation of individual Case Management programs and liaising with external agencies when appropriate
- To work collaboratively with students to promote appropriate House charities and Social Justice initiatives
- To oversee the reinforcement and appropriate follow up for:
 - correct and proper behaviour of students;
 - the correct wearing of the College uniform;
 - lateness and absenteeism of students; and
 - the daily movement of students.
- To participate in Student Progress and Promotion Policy processes
- To maintain all student files and records, including late and absence data in accordance with College policies
- To care for students who are ill or injured. Liaising with the First Aid Officer / parents where appropriate
- To assist with student entry and exit arrangements in cooperation with relevant Heads of School
 - To support new students induction into the life of their House and College (including transition program at Year 7 level)
- To actively promote student leadership within House
 - Work collaboratively with House Captains & House SRC to manage and promote House activities
 - Arrange regular fortnightly meetings with House Captains & House SRC

Communication

- To communicate information to staff which is pertinent to the student's social, emotional, physical, spiritual and academic wellbeing
- To be an active member of the College's Pastoral Care Team to discuss issues, develop and evaluate policy regarding student wellbeing
- To meet regularly with the House Pastoral Leaders and House Support Staff
- To conduct regular House meetings/assemblies that promotes student engagement and achievement
- To contact or arrange interviews with parents and teachers and drawing up Student Management Plans where it is deemed necessary
- To prepare Agendas and record Minutes for all meetings associated with the role with copies to the Deputy Principal and Heads of School
- To administer/respond to outside agencies, e.g. Rotary, Lions, scholarships

The position also includes other duties as outlined from time-to-time by the Heads of School and Principal.

CRITERIA

Applicants should be able to demonstrate:

- A commitment to Catholic and Marist ethos and educational values.
- A commitment to Child Safety.
- A sound grasp of the needs of male students in single sex educational arrangements.
- Excellent leadership, management and administrative skills.
- An ability to work within a collaborative decision making structure.
- The capacity to utilize key elements of the CEOM Leadership Standards Framework.
- Proven success as a teacher.
- A commitment to ongoing personal professional development.

The position is employed in accordance with the terms and conditions of the Victorian Catholic Schools and Catholic Education Offices Multi-Employers Agreement which includes being available to the Deputy Principal and Heads of School during specified periods leading up to the commencement of school and after school finishes.

The position will from time-to-time require attendance outside normal hours. The successful applicant will be required to undergo a Criminal Record Check.

The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. The position requires the completion of an Annual Review Meeting.

All employees at Marcellin College are to follow college policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.