



ST MARY MACKILLOP COLLEGE

Swan Hill

POSITION TITLE:	House Leader
REPORT TO:	Principal through the Deputy Principal
TENURE:	2024 - 2026
POL:	3
TIME ALLOWANCE:	11 lessons per cycle

The House Leader is responsible 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.

The role of the House Leader is 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. The House Leader ensures the wellbeing of each student within the House and that each is cared for within 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.

The overall duties of the House Leader are to oversee the smooth and efficient administration of the House, provide support, guidance and capacity building for Homeroom teachers to enhance good order, discipline, student progress and House spirit.

Responsibilities:

- With the support of the Deputy Principal, oversee the pastoral care, wellbeing and discipline of all students in the House.
- Initiate and oversee House activities.
- Support transition of students into the House.
- Organise Student Leadership selection for the House.
- Ensure the smooth operation of the House.
- Perform other day-to-day operations as requested by the Principal.

Pastoral Care and Child Safety:

- 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:

- 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 action 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.
 - Students at risk.
 - Phone policy
- To use a restorative approach in managing issues between staff and students, students and students, staff and staff and staff and parents.
- To model perseverance, sensitivity, compassion, patience and discretion in the face of complex and difficult situations.
- To exercise discretion when handling confidential and sensitive information.
- Attend, and jointly chair, House Meetings to discuss matters and develop policies regarding student wellbeing and learning and House activities.
- Support the Homeroom teachers and subject teachers in the area of pastoral care. This will include meeting with individual staff to monitor individual student's wellbeing and progress.
- Monitor problems an individual teacher or Homeroom teacher may have with students from within the House and seek resolution with relevant staff. Refer and consult as appropriate with the Deputy Principal or Deputy Principal Teaching and Learning.
- Chair House meetings with House staff and oversee the follow up of agreed action.
- Convene parent meetings as appropriate.
- Liaise with the Teaching and Learning Leader: Learning Diversity in matters relating to students requiring any level of learning adjustment.
- Liaise with the Transition Coordinator regarding the transition and needs of students within the House.
- Provide House updates for the newsletter on a rotational basis.
- Provide a House report for the annual College Chronicle.
- In conjunction with the Homeroom Teachers, organise and coordinate House specific events and programs to develop House spirit, a sense of belonging and maximum participation of all students.
- Notify parents of unsatisfactory behaviour, in consultation with the Homeroom teacher 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 Student Forum and student leadership programs, including House student leaders.
- Mentor new staff within the House.
- Organisation of House liturgies in consultation with the Faith in Action Leader.

As partners in Catholic education and open to God's presence, we pursue fullness of life for all.

- Take responsibility for the House at College functions e.g. Whole School Assemblies, Liturgies and Masses.
- Attend and present the Homeroom teachers at the Year 7 Basket Tea.
- Attend Year Level assemblies as required.
- Liaise with the Student Extra-curricular Activities Coordinator regarding school sporting carnivals.
- Be responsible for acting for and/or with other House Leaders and the Deputy Principal on occasions with incidents involving students from more than one House.
- Undertake a teaching allotment as required by the Principal.
- Monitor study roll as required.

House System:

- Liaise with the Deputy Principal to ensure that the House runs a fundraising activity each year.
- Assist with the organisation of students for College Swimming and Athletics Carnivals.
- Have current knowledge of pastoral care and wellbeing initiatives.
- Commit to ongoing professional learning, particularly in the area of instructional leadership and student wellbeing.

Co-Curricular Involvement:

- Support and be involved in the school's co-curricular program.
- Proactively encourage students to participate in co-curricular and extra-curricular activities.
- Act as a role model for participating students.
- Create and maintain a safe environment in which students may enjoy their participation.

Administrative Duties:

- 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 their 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.
- To organise and manage House locker areas
- To inform the Principal via the Deputy Principal immediately of any serious incidents
- To ensure that all protocols relating to reporting an issue of child safety and mandatory reporting are adhered to for the safety, wellbeing and protection of all students in the House.

Attendance

The House Leader is expected to attend, but not limited to, the following:

- Year 7 Basket Tea
- School Masses
- At least one Year Level Camp/Retreat
- Year 11 Retreat
- Facilitate respective House Liturgy
- Year Level Formal
- House Sporting Carnivals
- Presentation Evening
- Subject Expo
- Commence duties in the House Office no later than 8.30 am in the morning and generally be available on campus for staff, parents and students until 4:30pm Tuesday to Thursday.

Other Duties:

To undertake other duties as designated by the Principal.

Child Safety:

Consistent with our mission as a Catholic school, the St Mary MacKillop College community is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students.

All staff must:

- Adhere to Child Safety legislation and College requirements.
- Provide students with a child-safe environment in which inherent dignity of children and young people is respected and nurtured.
- Be familiar with and comply with the DOBCEL and St Mary MacKillop College Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Health and Safety:

All staff are expected to:

1. Adhere to, and implement, safe work practices and procedures in accordance with the St Mary MacKillop College policies.
2. Work safely and report any hazards in accordance with school procedures.
3. Monitor and take full care of the health and safety of others.
4. Participate when required in the resolution of safety issues.