

St Mary MacKillop College

Swan Hill

House Leader





Traditional Owners

We acknowledge and pay respect to the Wemba Wemba People as the traditional custodians of the land and waterways on which St Mary MacKillop College has been built.

We also acknowledge and pay respect to the traditional owners of the lands from which our staff and students travel from each day, the Wadi Wadi, Mathi Muthi and Baraba Baraba Peoples.

Principal's Message

St Mary MacKillop College is a diverse and inclusive school offering a Catholic education to students from Year 7 through Year 12. Currently located on a single campus, the school is in the early stages of an expansion set to develop on a new site starting in 2028.

Founded in 1988, St Mary MacKillop College's origins date back to 1983 when St Mary's Primary School commenced enrolling Year 7 students. The name MacKillop College was selected in recognition of the dedication and service of the Sisters of St Joseph of the Sacred Heart within the Parish of Swan Hill. Following the canonisation of Mary MacKillop on 17 October 2010, the school adopted its current name.

The quote from Mary MacKillop, "We are but travellers here," embodies the values upheld by our community and serves as a meaningful metaphor for personal growth across spiritual, intellectual, physical, and social dimensions.

Although relatively young, the school has built a strong reputation for delivering a well-rounded education that fosters academic excellence alongside development in multiple areas. We offer diverse pathways to support students in achieving their individual aspirations.

Our staff is committed to providing a challenging and meaningful educational experience within a Catholic environment, emphasizing holistic development.

Leadership at St Mary MacKillop College values collaboration, innovation, and relationship-building. We are dedicated to cultivating a positive school culture that actively engages the hearts and minds of every student each day.

Regards

Michelle Haeusler
Principal



School Vision

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

School Mission

At St Mary MacKillop College we are people who affirm the dignity of every person, who act with respect and compassion, who reverence relationships, who have hearts for generosity and forgiveness.

We celebrate our Catholic identity.

We respect the unique dignity, faith and gifts of each person.

We value learning, aspiration and connectedness and we work together to create a positive future.

School Motto

The College logo depicts a cross as the symbol of the catholic faith and a dove in full flight, representing energy radiating from the spirit within each person. A circle on the logo symbolises the encircling warmth of the sun in Swan Hill. The logo carries our motto: In God Our Faith is Constant written in Italian, In Dio Fede Costante.

The Sisters of St Joseph have a number of pillars that make up their Formation for Mission Framework. The seven pillars embrace the essence of living and working with a Josephine Heart. The pillars include Conscious Compassion. We have chosen this as our theme for 2026, with the quote from Saint Mary MacKillop 'Love each other, help and comfort each other'.

The St Mary MacKillop College community is inclusive and acknowledges that we are all made in the image and likeness of God and we are created in love. People of all faiths, genders, sexualities and cultures are therefore respected equally in our community.

This school community promotes the safety, wellbeing and inclusion of all children.





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Swan Hill

<u>POSITION TITLE:</u>	House Leader
<u>REPORT TO:</u>	Principal through the Deputy Principal Community and Culture
<u>TENURE:</u>	2027 - 2029
<u>POL:</u>	3
<u>TIME ALLOWANCE:</u>	12 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 House Leader has the primary responsibility for the wellbeing, safety, protection, pastoral care, academic progress and guidance of the students in the House at MacKillop and Penola Campuses. All relationships and procedures within the House will reflect St Mary MacKillop College's belief in the centrality of wellbeing, safety, protection, pastoral care and restorative processes to ensure good teaching and learning and appropriate student outcomes.

The House Leader is responsible for overseeing the College expectations with students and, in conjunction with Homeroom Teachers, ensuring students are consistently meeting those expectations.

Responsibilities:

- With the support of the Deputy Principal Community and Culture, lead the pastoral care, wellbeing and discipline of all students in the House.
- Collaborate with the Head of Campus (Penola Campus) about students in the House, regarding wellbeing, safety, protection, pastoral care and restorative practises.
- Initiate and oversee House activities.
- Support transition of new students into the House.
- Support the Head of Campus and students within the House, with transition to Penola Campus.
- Organise Student Leadership selection for the House.
- Ensure the smooth operation of the House.

Pastoral Care and 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.
- Take a supportive role in the recognition and celebration of student achievement.
- Use a restorative approach to managing issues between staff and students, students and students, and staff and parents (when required).
- Investigate and follow up all incidents relating to students in the House and issue appropriate consequences and organise appropriate supports.

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 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 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 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 and mentor the House student leaders.
- Mentor new Homeroom staff within the House.
- Organisation of House liturgies in consultation with the Director of Faith and Mission.
- 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 when 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 Community and Culture 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 Community and Culture 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 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 in the Pastoral Care Centre and other supervision duties when required.
- Support the Pastoral Care Centre Receptionist during peak times or if they are otherwise engaged e.g. in Sick Bay.
- 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:

- Pastoral Care sessions including assemblies
- Year 7 Basket Tea
- School Masses
- At least one Year Level Camp/Retreat
- Year 11 Reflection Day
- Facilitate respective House Liturgy
- 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.
- Scheduled attendance time at Penola Campus in conjunction with other House Leaders and with consideration of own timetable.

Meeting/Briefing Attendance:

The House Leader will attend:

- House Leader Team meetings
- House Team briefing (Thursday 8:30am – 8:45am)
- House Assembly (One morning per week 8:51am – 9:06am)
- Staff Meetings
- Staff Briefing (Monday 8:30am – 8:45am)
- Morning Chapel

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:

- Ensure students are provided with a child safe environment.
- Be familiar with and comply with the St Mary MacKillop College child safe policy and code of conduct and any other policies or procedures relating to child safety.
- Demonstrate a duty of care to students in relation to their spiritual, physical and mental wellbeing.
- Implement strategies that promote a healthy and positive learning environment.
- Demonstrate an understanding of child safety standards and obligations (e.g. mandatory reporting).
- Demonstrate an understanding or appropriate behaviours when engaging with children.
- Report any concerns relating to child safety immediately.

Health and Safety:

All staff are expected to:

- Take reasonable care of your own health and safety.
- Take reasonable care for the health and safety of others who may be affected by your actions or omissions.
- Cooperate with any actions St Mary MacKillop College implements to comply with Safety requirements.
- Comply with all Safe Work Procedures.
- Use appropriate Personal Protective Equipment (PPE) as required.
- Periodically update St Mary MacKillop College about any medical condition that:
 - Is life threatening or may require Emergency Services to be called.
 - Could impact on our ability to perform your duties.
- Complete safety training courses (e.g. SALT) as required and participate in compliance briefings (e.g. Anaphylaxis) or inductions as required.
- Do not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace to support health, safety and welfare.
- Report all hazards (e.g. unsafe work conditions) and incidents (e.g. injuries, illnesses etc).
- Work cooperatively and consult with Health and Safety representatives to resolve workplace safety changes and issues.
- Undertake all work activities in a manner that ensures the workplace is free from harassment, bullying and discrimination and supports workplace diversity.
- Contribute to a health and safe work environment and comply with all safe work policies and procedures.

Other Duties:

It is not the intention of this role description to limit the scope or accountability of the position but to highlight the most important aspects. All employees are required to undertake reasonable duties commensurate with their skills and training from time to time in accordance with the needs of the College or as directed by the Principal.

Duty of Care:

- Must maintain current qualifications in:
 - First Aid and CPR
 - Mandatory Reporting
 - Anaphylaxis management
 - Asthma management
- Have an ability to identify and assess risks for students and implement appropriate mitigation responses/actions.
- Provide appropriate direction, supervision and support to staff and students.