



SACRED HEART COLLEGE - CHAMPAGNAT CAMPUS

HEAD OF HOUSE

Position Information Document

CONTEXT

Sacred Heart College is a Catholic College in the Marist tradition. "A Marist school is a centre of learning, of life, and of evangelizing. As a school it leads its students and staff to learn to know, to be competent, to live together and most especially to grow as persons" (Institute of Marist Brothers of the Schools, 1998, p.49).

The importance of guiding and providing pastoral support to young people through their middle years cannot be overstated. Pastoral Leadership requires shared responsibility and works best in collaboration. As such, the Head of House is responsible for working with others in monitoring the learning, welfare and holistic development of all students in their House. The Head of House will work closely with the Head of Champagnat Campus, the Director of Students, Homeroom Teachers and the students from their House to build relationships and effect the College vision. The Head of House will have an inclusive interest in whole School matters and will work cooperatively with colleagues who are involved in the academic development and welfare of students. The Head of House will hold a special mandate for the religious life at Sacred Heart College, with a particular emphasis on the Catholic and Marist traditions that inform the educational program.

The Head of House will be integral for the College with regards to its strategic imperative of providing a quality program of pastoral care based on personal responsibility and high expectations, developing resilience, ensuring security and acknowledging the intrinsic relationship between wellbeing, pastoral care and student learning.

BROAD PURPOSE

The Head of House will be a member of the Pastoral Care Team (PCT). As such, the Head of House is expected to demonstrate:

- Support for and give witness to the teachings of the Catholic church through the window of the Marist Charism;
- An ability to enthuse and inspire students, and work with colleagues to create a positive collaborative working environment;
- The necessary help and pastoral support to students as they move through secondary school;

- That they are informed about contemporary practices in the area of behaviour management, harassment mediation and pastoral care;
 - A positive role model for young people, sharing great empathy to their needs;
 - The necessary communication and people management skills to interact effectively with staff, students and parents;
 - An empathy for and response to the complex demands of a Year 7-9 education environment;
 - The skills of an experienced educator;
 - That they are efficient administrators, able to work well under the pressure of deadlines;
 - Commitment to regular professional development and supportive of other staff to do the same.
 - A working knowledge and understanding of the full continuum of restorative practices.
 - A deep understanding of Positive Education and support the Director of Students in its delivery.
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KEY AREAS OF WORK

The Head of House will:

- Be responsible for the administration of their House in terms of day-to-day organisation;
- Maintain effective communication with the parents of students, Homeroom Teachers in the House, and Boarding House staff (where appropriate);
- Manage House activities and have a leading involvement in supporting Inter-House activities;
- Liaise with the Head of Champagnat Campus, the Director of Students, the Director of Teaching and Learning and Learning Area Coordinators and Counsellors on all matters related to students' academic progress and pastoral welfare;
- Manage the House budget;
- Attend Pastoral Care Team (PCT) Meetings;
- Complete one additional (rostered) yard duty per week.
- Attend college events outside of school hours as required including the Term 4- Year 6 into 7 Parent Information Evening, Year 9 Graduation and End of Year Mass among others.
- Be responsible for the construction and delivery of a balanced and challenging pastoral care program relevant to the changing needs of students as they progress through their Year 7-9 secondary years.
- Be responsible for the welfare, behaviour education and behaviour management of students in the House;
- Monitor and case manage the learning and development of all students within the House, working in close relationship with Learning Area Coordinators;
- Engage proactively in the development and management of all students in their House with a particular focus on basic standards, respectful relationships, positive education and therefore on improving the learning environment across the College;
- Induct new staff and students into the House and where necessary facilitate peer support on an as needs basis;

- Monitor and enforce College policies and procedures and ensure appropriate follow up is undertaken in line with our Student Responsibility and Management Policy.
- When a student is not meeting College expectations, assist them to commit to a responsible self-management plan, in liaison with parents and Boarding House staff;
- In consultation with the Director of Students and Head of Champagnat Campus conduct re-entry processes, as required, and keep parents/Boarding House staff informed;
- Liaise with the Counsellor(s) as required, to connect with external agencies;
- Ensure an understanding and celebration of House ethos, most significantly in terms of the House Patron and the Marist traditions;
- Ensure that House Masses, Liturgies and Assemblies are regular, well organised and well supported;
- Help select, supervise and mentor the work of student leaders in the House;
- Facilitate the resolution of grievance complaints of students and families.
- Support the work of Homeroom Teachers, and keep regular contact with them with regard to student welfare, organisational matters and pastoral care programs;
- Support Homeroom Teachers to ensure they maintain close contact with the parents and Boarding House staff of the students in their care;
- In displaying servant leadership, on occasion, take Homerooms in support of colleagues
- Consult others and prepare thoroughly and professionally when instigating any process involving the pastoral care of a young person entrusted to their care.
- Build in processes of reflection and review, leading to quality improvement across the House;
- Document and maintain detailed student records on our Learning Management System (LMS) and in paper form in student files.
- Contribute to the workings of the Champagnat Campus Leadership Team (CLT), to ensure the goals of the Annual Plan as part of the Strategic Plan are met.
- Conduct enrolment interviews as required.
- Contact families of students who decide to part ways with the College, ensuring family are provided with an opportunity to express their satisfaction or dissatisfaction with the College. Communicate reasons for departure with the Head of Champagnat Campus, College Registrar and Director of Students.
- Work in collaboration with Heads of House both at Champagnat Campus and the Somerton Park Campus to ensure consistency across the College.
- In collaboration with the Learning Enrichment and Transition Coordinator and Director of Students, organise and facilitate the student Transition Programs at Champagnat Campus, ensuring adequate handover/transfer of information (learning and pastoral)
- Undertake any other reasonable duties prescribed by the Principal, Deputy Principal or Head of Champagnat Campus.

WORKPLACE HEALTH & SAFETY

Workers (as defined under the SA WH&S Act 2012) have a responsibility to take reasonable care for their own health and safety

- take reasonable care to not adversely affect another person at work through acts or omissions
- follow reasonable instructions given to ensure health and safety, and
- co-operate with reasonable policies and procedures made available to staff, which are designed to protect people at work

In practical terms this means to:

- use appropriate equipment and safe work procedures designed to ensure health and safety
- participate in training programmes as requested
- report unsafe/unhealthy conditions (hazards) in their work environment
- report incidents or near misses which have or could have caused injury, and
- become familiar with and follow the policies, procedures and information about WHS available to staff on Complispace

PORs (Persons of Responsibility) and Managers are required to:

- Ensure staff are aware of and follow WHS policy and procedures described on Complispace
- Participate in training designed to support their responsibilities
- Ensure staff in their faculty/department attend training and induction designed to inform and protect them about risks associated with their work
- Encourage the formal reporting of hazards and incidents arising in the workplace
- Inform School Leadership about hazards or issues which do or could affect health and safety and over which they cannot exercise control
- Respond appropriately to staff reporting work related psychosocial issues which have the potential to affect health; eg. conflict between staff, bullying, harassment, and violence
- Participate in workplace inspections, incident investigations and other WHS activities on request

BEHAVIOURAL EXPECTATIONS AND FAIR TREATMENT IN THE WORKPLACE

- Comply with the Code of Conduct for Staff Employed in Catholic Education SA
- Comply with legislation, policies, procedures and protocols regarding the non-acceptance of any unfair workplace treatment – Discrimination, Harassment and/or Bullying
- Report any concerns and/or ask questions or seek assistance regarding anything you are unsure about

PERFORMANCE REVIEW

- All employees are required to proactively participate in the College's Performance Development Program including periodic review

ACQUIRE AND MAINTAIN

- Police clearance to work in Catholic Education SA
- Approved Mandatory Notification training
- BELS First Aid Certificate
- Relevant certifications or registrations required for the safe and effective execution of the role
- Be aware of and comply with police check and screening procedures for employees, volunteers and contractors

GENERAL

The Head of House will report to the Principal/Deputy Principal via the Head of Champagnat Campus on a regular basis to ensure that the areas for which she/he are responsible are congruent with changing demands on a state and national level and in harmony with contemporary developments in student wellbeing and pastoral care.

CONDITIONS OF EMPLOYMENT

The term of appointment for the position is three (3) years. The salary and conditions entitlement is consistent with that of the current SA Catholic Schools Enterprise Agreement. The Head of House is a Position of Responsibility (POR 2) and includes the equivalent of 3 full lines of teaching. (No homeroom)

REPORTING/WORKING RELATIONSHIP (to whom you report, staff for whom you are responsible and other significant connections and working relationships within the school)

Immediately responsible to: Head of Champagnat Campus
Line management from: Deputy Principal / Principal

The College Principal is responsible for general employment conditions.

By signing below you acknowledge understanding of the expectations of the role and agree to undertake the duties described.

.....
Steve Byrne
Principal

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TBA
Head of House

Date

Date

REFERENCES:

Institute of Marist Brothers (1998). *In the Footsteps of Marcellin Champagnat: a vision for Marist education today*. Institute of the Marist Brothers of the Schools; Sydney, Australia.