



## **SACRED HEART COLLEGE - MARCELLIN CAMPUS**

### **HEAD OF HOUSE**

#### **Position Information Document**

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#### **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 senior secondary years cannot be over-stated. 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 Deputy Principal, 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 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.

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#### **BROAD PURPOSE**

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 senior secondary school;
- That they are informed about contemporary practices in the areas of student wellbeing, developing personal responsibility, 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 senior secondary 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 support for other staff to do the same.
- A working knowledge and understanding of restorative practices.
- A deep understanding of Positive Education and support the Director of Students in its delivery.
- That they are guided by the principles of Visible Learning and Positive Education.

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## **KEY AREAS OF WORK**

The Head of House will:

- Support the aims and policies of the school and ensure that decision-making and actions are carried out in the spirit and ethos of the Catholic Marist school;
- 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;
- Manage House activities and have a leading involvement in supporting Inter-House activities;
- Liaise with the Marcellin Campus Leadership Team and Heads of Learning Areas on all matters related to students' academic progress and pastoral welfare;
- Be visible within the College;
- Manage the House budget;
- Attend Heads of House Meetings;
- Complete one additional (rostered) yard duty per week.
- Manage the work/delegations of the relevant Assistant Head of House.
- Attend College events outside of school hours as required including the Graduation Dinner, Graduation Mass and the Formal.
- Assist in the supervision of afterschool detentions as required.
- Be responsible for the delivery of a balanced and challenging pastoral care program relevant to the changing needs of students as they progress through the senior secondary years.

- Be responsible for the welfare, behaviour education and personal responsibility of students in the House;
- Document and maintain detailed records and information in relation to student behaviour and wellbeing on our Learning Management System (LMS) and in paper form in student files.
- Assume responsibility for the overall academic mentoring of all students in the House, including monitoring the overall academic progress of all students in the House, working in close relationship with Heads of Learning Areas, Director of Teaching and Learning and Director of Students;
- Be involved, with Homeroom Teachers, Heads of Learning Areas, and the Director of Teaching and Learning, in the process of promotion of students from one-year level to the next.
- Engage proactively in the development and management of all students in their House with a particular focus on basic standards, respectful relationships and therefore on improving the learning environment across the College;
- Induct new students into the House and where necessary facilitate peer support on an a needs basis;
- Facilitate the induction and transition of students into a senior secondary environment;
- Monitor and ensure appropriate processes and clearly stated consequences are followed to ensure the development of a student's personal responsibilities and behaviour, and that parents and Boarding House staff are informed;
- When a student is not meeting College expectations, assist them to commit to a responsible self-management plan, in liaison with parents;
- In consultation with the Director of Students and Deputy Principal 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;
- Facilitate, give witness to and promote the religious ethos of the school, as it relates to Retreats, prayer, major religious celebrations and social justice programs;
- Ensure an understanding and celebration of House ethos, most significantly in terms of the House Patron and the Marist traditions;
- Facilitate, give witness to, and promote, the underlying philosophy of positive psychology;
- 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;
- Maintain strong and open communication with parents and Boarding House Staff, particularly in written format;
- Facilitate the resolution of grievances of students.
- 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 Deputy Principal, College Registrar and Director of Students.
- Support the work of Homeroom Teachers, and keep regular contact with them with regard to student welfare and organisational matters;

- Support Homeroom Teachers to ensure they maintain close contact with the parents and Boarding House staff of the students in their care;
  - Chair House meetings (involving all Homeroom Teachers and support staff in the House) as scheduled, preparing agendas and recording minutes as required.
  - Support Homeroom Teachers and Subject Teachers to monitor the attendance including absences, late arrivals and truancy of students within the House and follow up as required
  - In conjunction with the Assistant Head of Marcellin Campus, facilitate the induction and support of staff new to the House.
  - Ensure daily prayer occurs in every Homeroom in support of the Catholic Marist ethos of the College.
  - In displaying servant leadership, on occasion, take Homerooms in support of colleagues
  - Collaborate with others to ensure parent expectations for the highest standards across the College are being maintained, resulting in an excellent teaching and learning environment;
  - Liaise regularly with the Deputy Principal, Director of Students, Director of Teaching and Learning and the Counsellors regarding the welfare of students in the House;
  - Ensure that relevant staff are made aware of welfare issues relating to individual students, e.g. Special Provisions;
  - Monitor the academic and social development of each student consistent with College policies and procedures and ensure appropriate intervention is undertaken according to the “levels of Intervention”;
  - Ensure that policies and processes are followed through correctly by staff and students, across Houses and Year levels;
  - Consult others and prepare thoroughly and professionally when instigating any process involving the pastoral care of a young person entrusted to their care. In doing so, they should be well positioned to answer the “tough questions” through such processes;
  - Build in processes of reflection and review, leading to quality improvement across the House;
  - Support the proper completion of students' pastoral reports and testimonials;
  - With the Deputy Principal and the Director of Students, develop policy in the areas of student wellbeing, personal responsibility, and pastoral care.
  - Work in collaboration with Heads of House both at Marcellin Campus and Champagnat Campus to ensure consistency across the College.
  - In collaboration with the Learning Enrichment Coordinator and Director of Students, organise and facilitate the student Transition Programs with Champagnat Campus, ensuring adequate handover/transfer of information (learning and pastoral)
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## **WORKPLACE HEALTH & SAFETY**

**Workers** 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
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**GENERAL**

The Head of House will report to the Deputy Principal and Director of Students on a regular basis to ensure that the House for which he/she is responsible is responsive to changing demands of government legislation and in harmony with contemporary developments in pastoral care and delivery.

Head of House will be required to perform any other reasonable duties in line with their current classification as required from time to time at the discretion of the Principal or his/her delegate/s

**CONDITIONS OF EMPLOYMENT**

The Head of House is a Position of Responsibility (POR 2), and includes a time release of two (2) full lines of teaching and Homeroom. The term of appointment for the position is three (3) years, and is subject to a performance review during the second year of the tenure. The salary and conditions entitlement is consistent with that of the current South Australian Catholic Schools Enterprise Agreement.

**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:	Director of Students
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 in this Position Information Document.

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Steve Byrne  
**Principal**

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**TBC**  
**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.