



*Marist-Sion College – Warragul*

# Position Description Head of House

Marist-Sion College, Warragul, is a Catholic co-educational secondary school, inspired by the traditions of the Marist Brothers and the Sisters of Our Lady of Sion.

Our mission is to provide an **innovative education** which **integrates faith, learning** and **life** in a **welcoming community**.

## STATEMENT OF DUTIES

### Position Summary

The Head of House is responsible for the wellbeing of students in their House. In partnership with the Tutor Teachers, they oversee the efficient leadership, organisation, management and student wellbeing of all members of a House.

The Head of House works professionally and cooperatively with the Student Wellbeing Team and engenders House Spirit, student connectedness and belonging. Promoting a spirit of mutual support and responsibility the Head of House has a broad responsibility for overseeing House specific programs, events and experiences.

**FTE & Position Type:** Fixed term, full time

**Employment Category:** Teacher

**Classification Level:** Position of Leadership Level 2

**Campus Location:** Warragul

**Agreement:** Diocese of Sale Catholic Education Limited Schools and Secretariat Agreement 2022

**Marist-Sion College House Groups:** Champagnat, Jericho, Joseph, Loreto, Lourdes, MacKillop, Marcellin and Sion.

*Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.*

### Organisational Relationships

**Reports to:** Director of Student Wellbeing

**Direct Reports:** House Tutors and House Support Staff

**Internal Liaisons:** Deputy Principal - Wellbeing Partnerships and Safety, Executive Team, Students and College Staff.

**External Liaisons:** Members of the College Community and General Public.

## STATEMENT OF DUTIES

### Responsibilities

#### Improved Student Outcomes - House Responsibilities

- Support the College's vision and mission, Strategic Improvement Plan and Annual Improvement Plan.
- Provide leadership for the House Tutors and House Support Staff.
- Promote opportunities for belonging through College and House events including the Ken Taylor Inter House Championship, Heritage Day and Valedictory.

#### Catholic Identity / Supporting the Catholic Ethos of the College

- Provide leadership for the College community that is based on Gospel values.
- Actively support aspects of College life related to faith development and the charisms of the Marist Brothers and the Sisters of Our Lady of Sion.
- Work to promote practices that reflect Catholic faith and culture, including College Masses, House Masses and liturgical celebrations.
- Promote and manage fundraising activities for missions and charitable purposes.

#### Leadership for Learning

- Be a leader of learning. This includes but is not limited to, preparing and presenting at Information Events (e.g. Year 7 Welcome Evening, VCE Commencement Evenings).
- Lead Tutors in the ongoing management and support of students' learning and wellbeing.
- Oversee the Student Progress Monitoring process for the House.
- Assist in the subject Acceleration and Pathways processes and the Class Placement Process.

#### Positive Education, Student Leadership and Wellbeing

- Champion the College's Student Wellbeing Program.
- Champion the activate student voice and student leadership within the House.
- Identify and support Students at Risk as led by the Deputy Principal - Wellbeing Partnerships and Safety and Student Wellbeing Team.
- Liaise with the Learning Adjustment Leader in matters relating to students with particular needs within the House.
- Liaise with the College Register regarding the transition of students to the College.
- Be an ambassador and role model for the principles of the College Expectations.

#### Positive Behaviour Support

- Provide for fair, compassionate and supportive standards of student wellbeing for students in order to ensure the School Wide Expectations.
- Champion the implementation of restorative practices.
- Convene student and parent/guardian meetings as needed.
- Maintain individual student notes on SIMON and monitor incidences.
- Coordinate Tier 2 Targeted Positive Behaviour Support for students identified in the House.

## STATEMENT OF DUTIES

	<ul style="list-style-type: none"> <li>• Form part of a Care Team for students placed on the Tier 3 Intensive Positive Behaviour Support process, as required.</li> <li>• Assist with the supervision of withdrawn students during the school day.</li> <li>• Ensure the correct wearing of College uniform by students.</li> </ul> <p><b>Organisations Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Attend Student Wellbeing Team meetings according to the College meeting schedule as led by the Deputy Principal - Wellbeing Partnerships and Safety.</li> <li>• Convene meetings of House Staff according to the College meeting schedule.</li> <li>• Follow-up students with patterns of late arrival and absence in support of the Student Attendance Officer, as required.</li> <li>• Ensure that a House Report is included in Seasons (year book) and two House Reports for Emmaus (fortnightly newsletter) each year.</li> <li>• Proofread Tutor Group Reports.</li> <li>• Cover a Tutor Group in the absence of a Tutor, when required.</li> </ul> <p><b>School Resources – Promotion of Student Outcomes and Child Safety</b></p> <ul style="list-style-type: none"> <li>• Monitor the use of and assist in the care of resources, rooms and areas assigned to the House.</li> <li>• Maintain and sustain the House budget/expenditure and resources.</li> <li>• Monitor the House use of Locker Bays, the Student Locker Register and Locks.</li> <li>• Placing the physical and psychological safety of the students as a high priority through fulfilling the responsibilities in the Child Safety Code of Conduct and College policies related to the safety and wellbeing of students, including the reporting of child safety concerns and suspected abuse.</li> <li>• Actively promote messages and behaviour aligned with Child Safety within the House and College community.</li> </ul>
<b>Child Safety</b>	<ul style="list-style-type: none"> <li>• Lead in the provision of a child-safe environment for students.</li> <li>• Comply with the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.</li> <li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Be actively engaged in professional development in your area of work.</li> <li>• Be actively engaged in researching areas of interest relevant to directions provided in the school's strategic plan.</li> <li>• Continue to develop ICT skills on platforms to support work.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Support the Catholic Identity of the College.</li> <li>• Understand the relevant compliance imperative.</li> <li>• Uphold the professional standards of the College.</li> <li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.</li> <li>• Assist with disaster response such as evacuations, lockdowns and test drills.</li> <li>• Demonstrate professional and collegiate relationships with colleagues.</li> </ul>

## STATEMENT OF DUTIES

	<ul style="list-style-type: none"><li>• Participate in Yard Duty supervision as rostered and other supervision duties when required.</li><li>• Demonstrated capacity to participate in incursions, excursions and at least one overnight stay in a year.</li><li>• Maintain currency of first aid, mandatory reporting and anaphylaxis training.</li><li>• Demonstrate duty of care to students in relation to the physical and mental wellbeing.</li><li>• Attend all relevant College meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities as directed.</li><li>• Other duties assigned from time to time by the Principal.</li></ul>
<b>Skills/Attributes</b>	<ul style="list-style-type: none"><li>• Ability to interpret student learning and wellbeing data to maximise learning outcomes.</li><li>• Excellent oral and written communication skills, including ability to communicate with young people, parents/guardians and the College community.</li><li>• Strong leadership qualities and an ability to build leadership capacity in staff and students.</li><li>• Empathy and insight into student wellbeing needs.</li><li>• Ability to handle sensitive and confidential information appropriately.</li><li>• Ability to contribute to the broad strategic intent of the College.</li><li>• Ability to set and monitor high standards.</li><li>• Ability to use digital technology effectively.</li><li>• Ability and willingness to accept policy directives.</li><li>• Highly effective organisational skills.</li></ul>

# Selection Criteria

## Head of House

SELECTION CRITERIA	
1. <b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of the ethos of a Catholic school and its mission.</li> <li>• Commitment to supporting the Catholic identity and mission of the College.</li> </ul>
2. <b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• Experience working with children.</li> <li>• Commitment to and understanding of child protection and child safety issues in schools.</li> <li>• Demonstrated understanding of appropriate behaviours when engaging with children.</li> <li>• Be a suitable person to engage in child-connected work.</li> <li>• Demonstrated understanding of Mandatory Reporting.</li> </ul>
3. <b>Education and Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Victorian Teachers Registration (VIT).</li> <li>• Completion of the Youth Mental Health First Aid Certificate or commitment in the first year to complete this qualification.</li> <li>• A minimum of Certificate 2 in First aid (the College will provide this training if necessary).</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Accreditation to Teach in a Catholic School.</li> <li>• Accreditation to Teach Religious Education or Lead in a Catholic School.</li> </ul>
4. <b>Strong skills in student management and behaviour management using restorative practice.</b>	<ul style="list-style-type: none"> <li>• Compassion for students and a sense of optimism.</li> <li>• A proven record in pastoral care of students.</li> <li>• Well-developed understanding and application of Restorative Practice.</li> <li>• Demonstrated understanding and application of Positive Behaviour Support.</li> </ul>
5. <b>Strong understanding of Positive Psychology principles as applied to Positive Education.</b>	<ul style="list-style-type: none"> <li>• Strong understanding of the VIA Character Strengths.</li> <li>• Strong understanding of the PERMAH wellbeing framework as applied to education.</li> </ul>

## SELECTION CRITERIA

<b>6. Ability to lead, encourage, support, provide formative feedback and promote professional development members of staff.</b>	<ul style="list-style-type: none"><li>• Experience with assisting colleagues to maintain professional standards. This could be through providing advice, support and addressing issues, either personally or by seeking support from an appropriate member of the Leadership Team.</li></ul>
<b>7. Well-developed communication including ability to work as an effective team member.</b>	<ul style="list-style-type: none"><li>• Well-developed organisational skills and a record of reliability in completing tasks.</li></ul>