

*Staff at St Columba's College are called to be coworkers in the ecclesial mission of witnessing and proclaiming God's reign.*

**House Leaders (7 positions) are appointed by the Principal and are directly accountable to the Head of Students in all matters relating to the wellbeing of students within their House. They are empowered and expected to implement the values set out in the College Mission and Values Statement – Learning, Community, Hope, Justice and Faith. House Leaders are also expected to embrace the College's commitment to the charism of the Sisters of Charity, social justice and the education of young women.**

**House Leaders must work in collaboration with each other, the Head of Students and in partnership with the Head of Learning, Curriculum Leaders and Domain Leaders to reflect the College's holistic view of education.**

### **HOUSE STRUCTURE**

The Vertical House System groups students into seven (7) Houses. Each House is split into three Middle (Years 7–9) and three Senior (Years 10–12) House Groups. These are intimate House Groups of approximately 24 students, led by a House Teacher. All members of the College are assigned to a particular House Group.

### **KEY AREAS OF RESPONSIBILITY**

#### **Leadership**

1. To work with the Principal and the Leadership team to actively and collaboratively promote, maintain and enhance the Catholic ethos and the charism of the Sisters of Charity
2. To provide leadership in the coordination, development and implementation of the student wellbeing programs in the context of the College's Strategic Plan and student wellbeing policies
3. To provide leadership in the modelling and implementation of best practice in supporting learning environments that reflects an emphasis on the dignity of the individual.

#### **Staff Management**

1. To provide a supportive team environment for House Teachers by meeting and communicating through regular House meetings, with agendas, minutes and clear expectations
2. To inform the Head of Students of any professional and/or wellbeing issues that relate specifically to staff
3. To support House Teachers and class teachers to identify and respond to issues of concern
4. To work with the Induction Coordinator to support new and returning staff, particularly House Teachers and House support staff.

#### **House Coordination**

1. To articulate a clear, cohesive vision for their House community inspired by the charism of the Sisters of Charity and the patron saint of their House

2. To encourage a strong sense of House spirit that develops an ethos of shared responsibility, active participation and communal accountability
3. To encourage, acknowledge, celebrate and reinforce the positive achievements of individuals and collective groups of students and staff
4. In collaboration with the House Leaders, to design and implement the House program, including assemblies and House lessons
5. To ensure a climate that encourages student to strive to achieve their best in all aspects of the College life, especially in seeking to improve their learning and personal development
6. To act as a role model of the College's mission statement
7. In collaboration with House Teachers, to oversee the administration of events and activities involving House and College events (eg St Columba's Day, College Swimming and Athletics Carnivals)
8. To work with the Head of Students and House Leaders to develop effective orientation and transition programs for each year level
9. To inform the College community about House events and issues related to student wellbeing at least once each term through staff and student bulletin notices, the College website and *Iona*
10. In partnership with the House Teachers, to allocate students to the appropriate House and House group
11. To support and encourage the participation of all staff in House activities.

### **Student Wellbeing**

1. To monitor, review and respond to the academic, emotional, physical, social and spiritual wellbeing and development of individual students through consultation with the House teachers and Subject teachers
2. To provide information, support and advice to students, teachers and parents in situations involving the specific pastoral needs of individual students
3. To take responsibility for the coordination of the Case Management Approach to student wellbeing
4. To implement and develop Restorative Justice Practices in order to promote and model values of fairness, respect and tolerance of individual and cultural differences
5. To maintain and implement a proactive and contemporary approach to student wellbeing and student management
6. To promote a safe, effective environment where students are known and affirmed, and able to learn and develop free from harassment
7. To ensure adherence to appropriate policies and procedures relating to student behaviour, attendance and uniform
8. To work with the College Registrar to facilitate the effective enrolment of students in their House, and welcome and support these students and their parents to the College community
9. To encourage and develop processes for identifying, analysing and responding to the individual needs of students to ensure educational access and the achievement of potential for all students
10. To ensure that relevant staff are informed about ongoing medical concerns of individual students and implement support, as needed
11. To identify new, innovative and creative student wellbeing programs and policies as well as the ongoing development, review and implementation of existing programs.

### **Family Support**

1. To facilitate and maintain regular communication with parents through multiple forms of communication, including phone calls, email, letters and meetings

2. To encourage parent participation and attendance at College functions
3. To initiate and organise parenting programs that foster positive relationships and offer opportunities to develop their parenting skills.

### **Administration/Record Keeping**

1. To oversee the maintenance of accurate records (eg student attendance records, case management notes, issues related to wellbeing concerns, student management and parent communication)
2. To ensure the privacy and confidentiality of information, as appropriate
3. To develop an annual House Budget, in consultation with the Head of Students and all House Leaders, according to official College procedures, then monitor and report on the use of the budget each semester to the Head of Students and the Business Manager
4. To report each semester on the implementation of the College's Strategic Plan and other House activities to the Principal, via the Head of Students
5. To liaise with the Registrar, Office Manager and Student Reception to ensure that student information is accurately recorded on the College database
6. To devise a semester task sheet to plan for administrative support
7. To oversee the administration of camps and events at specific year levels as directed by the Head of Students
8. To oversee all aspects of student resources provided by the College (eg timetables, lockers and student diaries)
9. To take shared responsibility for the administration and supervision of House detentions.

### **Policy Development and Implementation**

1. To work with the Head of Students to ensure that current policies reflect the College's Mission and Values Statement, and Strategic Plan, and are relevant to student needs
2. To identify and develop new policies as required.

### **Other Duties**

To undertake other duties as designated by the Principal.

## **ACCOUNTABILITY**

**Reports to:** Head of Students

**Internal liaisons:** Other House Leaders; House Teachers; House Support Teachers; students; teaching staff; parents; Head of eLearning and Technology; Student Counsellors; Special Needs Team; Careers Teachers; Chaplain; Student Representatives; Domain Leaders and the Leadership Team

**External liaisons:** Community agencies; specialist professionals; Chaplain; VCAA and other schools.

## **CONDITIONS**

Conditions are as per the *Victorian Catholic Education Multi Enterprise Agreement 2013* (The Agreement) and St Columba's College employment policies.

This is a two-year designated POL 3 position (2019-2020), with a time allowance of eight lessons per cycle. The position encompasses participation in decision-making processes and other activities relevant to the role which will require involvement outside the

currently designated school hours. There may also be occasions when the House Leader is required to be at the College beyond the College's gazetted term dates. These times will be negotiated in advance by the Principal.

*St Columba's College is a child safe environment. Our College actively promotes the safety and wellbeing of all students, and all College staff are committed to protecting students from abuse or harm, in accordance with their legal obligations including child safe standards. The College's Child Safety Code of Conduct is available on the College's website.*

**Updated August 2016**