The early Marists proclaimed ‘Let it be said of us, as it was of the first Christians, ‘see how they love one another’. In a world thirsting for connection and belonging, we strive to be a place in which a family spirit of love, respect and mutual trust are the wellsprings of growth and healing.

**POSITION DESCRIPTION**

The House Leaders are members of the College’s Pastoral Team and with the Deputy Principal - Wellbeing, are particularly responsible for ensuring that the College’s policies and procedures are implemented consistently with consideration of the vision and mission. The House Leaders accept particular responsibility for the wellbeing of the students in their House, and the students of Assumption College in general.

**Reports to:** Deputy Principal - Wellbeing

**Collaborates with:** Members of the College Leadership Team
Senior and Middle School Leaders
Learning Leaders
Pastoral Wellbeing Team
Wellbeing Services Team (counsellors, psychologists, OTs, etc).
Staff, students and parents/guardians

**Contract:** As an employee of Marist Schools Australia, this is a three-year Position of Leadership Level 3 with time release of 12 periods per cycle.

**Demonstrated Leadership Attributes:**

- Demonstrates leadership of Assumption College’s vision and mission as a Catholic school, and uses this as a wellspring in all discussion and decision-making
- To continue to develop the Marist traditions of the College in the charism of St Marcellin
- Committed to and promotes the lifelong learning of students and staff
- Has high aspirations for learning that inspire staff, students and the community
- Understands, applies and shares contemporary educational research, theory and practice in wellbeing, pastoral care, student management and pedagogy
- Demonstrates knowledge of the contexts driving relevant state and national policies and compliance requirements
- Demonstrates and shares the importance of emotional intelligence and empathy in building trust and a positive learning community across the College
- Defines challenges clearly and seeks positive solutions, often in collaboration with others
- Makes and is able to communicate decisions informed and supported by available evidence and analysis
- Communicates, negotiates, promotes, collaborates and builds partnerships effectively across all sectors while relating to the whole College community
- Understands the different demographic groups within the College community and is able to work effectively with them
- Develops strategies to ensure educational opportunity for all students to reach their full potential

Revised June 2019
• Develops and maintains structures for effective liaison and consultation

**Leadership functions:-**

• Develops a culture of improvement by placing learning at the centre of strategic and operational planning
• Plans, acts, reviews and responds at the highest level of professional practice by:-
  o Gathering information, analysing data and making decisions
  o Developing strategies, aligning resources and implementing actions for improvement
  o Consolidating improvement, changing established practices or changing the decision making processes when necessary
• Inspires students, staff and members of the College community to continuously enhance the wellbeing of all and continually strive to understand and improve their impact
• Implements effective pastoral wellbeing frameworks, including the use of restorative practices, that use data, benchmarks and observation to monitor every student’s progress
• With other members of Leadership, contributes to and implements the College’s strategic plan, vision, mission and values while taking a leadership role in the coordination, monitoring and updating of the strategic plan
• Promotes good performance and challenges underperformance in colleagues and students by promoting effective intervention, corrective action and follow-up
• Assists other members of Leadership to review, evaluate and support staff to build capacity and to review performance
• Uses emerging technologies to enhance and extend the pastoral wellbeing experience of our community and to achieve excellence
• Contributes to the development of quality assurance review strategies
• Works with the Pastoral Wellbeing Team, Learning Leaders and the Wellbeing Services Team to continuously evaluate school programs for improved quality, balance and relevance
• Contributes to the development and maintenance of efficient administrative policies and procedures
• Acts in a supportive and supervisory capacity for College functions as directed by the Principal
• Attends and participates in Leadership meetings and other relevant meetings
• Liaising and meeting regularly with the Deputy Principal - Wellbeing on matters pertaining to the House.
• Consult with Learning Enhancement / student support staff regarding student wellbeing.
• Informs the Principal of matters relevant to pastoral wellbeing
• Communicates with parents/guardians, students and staff on matters of wellbeing and student management.

**Key Duties and Responsibilities:-**

• Work collaboratively with other House Leaders to ensure the pastoral wellbeing of all students. Takes an active interest in the personal, academic, social and spiritual development of each student.
• With the Learning Mentors, be responsible for the holistic development of young people in their House academically, socially, emotionally and spiritually
• Ensure Learning Mentors understand and implement the key aspects of school policies and procedures.
• Hold weekly meetings with House Staff.
• Visit Learning Mentor Groups regularly and be a visible presence in the yard at break times.

*Revised June 2019*
• Build a House Culture that sees students, staff and parents able to articulate and live their particular House Spirit with pride. This includes the administration and coordination of the school House Activities Programs

• Looks for ways to gather the House to celebrate and recognise people and events and to promote House spirit. Establish appropriate expectations in uniform, behaviour, doing one’s personal best, self-discipline, respect for others; and communicate these in the appropriate forum (Assemblies, emails, bulletins)

• Ensure appropriate support of ‘new’ students to the House in line with College Transition Procedures.

• Apply student management procedures. The House Leader will implement procedures consistent with the College Restorative Practice expectations.

• Support staff within the House in their duties with a view to building a House culture and maintaining harmonious working relationships.

• Work with the Pathways Coordinator to assist students with subject changes at the beginning of each semester.

• Assist the Senior School Leader and Middle School leader in planning and managing events and camps

• Informing and conferring with class teachers to ensure students are accessing the curriculum in positive ways.

• Be aware of families who are in financial, social or emotional difficulty and recommend channels of support as appropriate. Liaise closely with Wellbeing Services as required.

• Coordinate wet weather programmes.

• Responsible Management of House budget.

• Maintaining accurate and timely records of communication with staff, students and parents

• Dealing with staff, student and parent concerns when required

• Other tasks as designated by the Principal.

**Occupational Health & Safety**

The House Leader will:

• Perform the above duties in line with any safe work practices and processes, and conduct oneself at work in a manner that is safe to self and others;

• Encourage colleagues and others on the worksite to adhere to safe work practices;

• Support and contribute to the improvement of safe systems of work and safe work practices;

• Participate in relevant OHS&W training programs;

• Report all work related incidents and near misses which result in injuries, ill health, or property damage in writing, in accordance with the school’s OHS&W policies and procedures;

• Suggest changes to eliminate workplace hazards, or minimise the risks associated with them;

• Correctly use any equipment provided for health and safety purposes;

• Follow reasonable instructions given by the school in relation to health and safety at work;

• Support the consultative processes for managing OHS&W, when opportunities arise.

P.O BOX 111, KILMORE, VICTORIA 3764
PHONE: (03) 5783 5000  FACSIMILE: (03) 5782 1902
Email: principal@assumption.vic.edu.au Website: www.assumption.vic.edu.au
Governed by Marist Schools Australia

Revised June 2019