



## HOUSE COORDINATOR

### Position Description

Assumption College seeks to challenge all students to excellence, to empower them to live with integrity and sensitivity to justice, and to prepare them to take their place in society as valued members, alive with the wisdom of the Gospel. Furthermore, it attempts to do this whilst embedded in the tradition and teachings of St Marcellin Champagnat.

The Vertical Pastoral House system is a major organisational unit for the delivery and implementation of Pastoral Care, Welfare programs and student management processes and procedures.

The House Co-ordinator is primarily responsible through the Deputy Principal to the Principal for the overall Academic and Pastoral Welfare of all students in that particular House. The House Co-ordinator is also responsible for promoting a harmonious working relationship between staff (including Boarding supervisors) and students and has an important role in supporting staff who are involved in either a teaching or pastoral capacity in that House. The role involves working closely with the students in the House, in particular the student leaders, Pastoral Care Teachers, Subject Teachers and Parents of students and, where appropriate, the Director of Welfare, Director of Teaching and Learning, Director of Mission or staff in the Learning Enhancement Centre.

### Qualities and Competencies

The House Co-ordinator is expected to exhibit the following qualities and competencies:

- Demonstrate a broad knowledge of teaching and Learning programs within the College and beyond their own teaching area
- Apply and model excellent teaching and learning skills employing a broad range of learning strategies and learning technologies
- Display a high level of commitment to student welfare extending beyond the classroom
- Gain community support and lead staff in achieving the College's aims
- Be the Spiritual Leader to the House Community in the Marist Tradition and provide the appropriate support to all House members
- Provide accomplished and respected educational leadership within the College community and beyond
- Exhibit ongoing professional growth on a personal level and for the benefit of the College community
- Build and maintain an effective team of Pastoral Care Teachers
- Work co-operatively with House and other staff in the overall administration and operation of the House
- Develop cooperative working relationships with subject teachers that promote excellence in teaching and learning within the educational and broader community
- Demonstrate a high level of ability to articulate educational issues and perspectives in communication with colleagues and others, and particularly in public forums
- Demonstrate proficiency in documentation and record-keeping

The duties of the House Co-ordinator can be grouped as follows:

### **Student Wellbeing**

The House Co-ordinators are expected to:

- Promote and maintain a sense of identity and belonging among the members of the House
- Assume responsibility for the overall Pastoral Wellbeing of all students in the House
- Support the induction and interviewing of new students into the life of their House and the College
- Ensure, as far as possible, that the needs of individual students within the House are known, monitored and documented by the Pastoral Care Teacher and subject teachers
- Monitor the overall pastoral development of all students in the House

- Assume responsibility for the Wellbeing of students in the House, including referral to the Director of Welfare, support staff and the Learning Enhancement Centre, as required
- Develop and maintain a positive and distinctive culture within the House
- Promote positive student contributions to the College and wider community through House activities
- Promote interaction amongst students in the House both within and across year levels
- Oversee Pastoral Activities (with a Personal, Spiritual, Social and Academic with a focus) within the House
- Provide support for teaching staff and promote their involvement in classroom management/Pastoral Care issues
- Encourage and support teaching staff in maintaining their professional responsibilities with students
- Work with Pastoral Care Teachers to develop College and House activities which foster a sense of belonging to the House and the College
- Work with other House Co-ordinators to develop and evaluate programs that will support the development of students' social, emotional, physical, academic and spiritual well being, and ensure that such programs are documented

### **Academic progress**

The House Co-ordinators are expected to:

- Assume responsibility for the overall academic mentoring of all students in the House
- Monitor the overall academic progress of all students in the House
- Be involved, with Pastoral Care Teachers, Learning Area Leaders and the Director of Teaching and Learning, in the process of promotion of students from one year level to the next

### **Administration**

The House Co-ordinators are expected to:

- Coordinate the implementation of 'House Activities'
- Co-ordinate their Houses' participation in House-based events such as Athletics and Swimming Carnivals, St Marcellin Champagnat Feast Day, and Assumption Day, and House Feast Days
- Ensure that Pastoral Care Teachers monitor the frequency of late passes, detentions and truancy of students within the House and follow up as required
- Assume responsibility for the maintenance of 'student personal information and records' (via College database) (i.e. ensure that all relevant student information is stored appropriately, including on the student database)
- Assist the Deputy Principal and administration staff in the process of student entry to and exit from the House or College

### **Communication**

The House Co-ordinators are expected to:

- Assume responsibility for informing students, admin and teaching staff, and parents of all matters concerning the House (via College Newsletter – House Reports and or Bulletin Notices)
- Maintain correspondence with parents, other schools and outside agencies as required
- Assume responsibility for the organisation and running of information sessions for parents and/or students and/or staff as required
- Assume responsibility for the maintenance and development of the House intranet site
- Ongoing communication with relevant Boarding staff

### **Student Management**

The House Co-ordinators are expected to:

- Maintain and promote a Safe and Caring environment within the House
- Maintain high expectations of students within the House in regard to self-discipline, good conduct, self-esteem, mutual respect, appearance and punctuality
- Maintain a structure of student management which supports both staff and students within the guidelines of the College's Code of Conduct policy and procedures
- Oversee the administration of student management procedures within the House
- Support and encourage staff in regard to the implementation of the College's Code of Conduct policy and procedures
- Consult the Deputy Principal and notify Pastoral Care Teachers and subject teachers as required when serious pastoral care/discipline matters arise

### **Student Lockers**

The House Co-ordinator is expected to:

- Allocate lockers to all students in the House at the start of the school year
- Keep a record of locker location and lock combination for each student in the House
- Be available to students with locker problems at recess, lunch and before school
- Refer major locker problems to the Deputy Principal so that repair can be arranged

### **Risk Management**

The House Co-ordinator is expected to:

- Be conversant with the College's policies on risk management and the implications of these policies for procedures and practices that affect the House
- Ensure that members of the House team are aware of risk management policies and the implication of these policies on procedures and everyday practices

### **Miscellaneous**

The House Co-ordinator is expected to:

- Chair House team meetings (involving all Pastoral Care Teachers and support staff in the House) as scheduled, preparing agendas and recording minutes
- Conduct and organise House Assemblies as scheduled
- Monitor student attendance at detentions
- Supervise Saturday Detentions as required (at least one)
- Provide regular reports to the College community on matters relating to the House
- Be an active member of the Assumption College Team
- Undertake other relevant duties as directed by the Deputy Principal/s or Principal