

## ROLE DESCRIPTION

### Head of House

<b>POSITION</b>	Head of House
<b>RESPONSIBLE TO</b>	Deputy Principal Wellbeing
<b>CLASSIFICATION</b>	POL 3
<b>EMPLOYMENT TERMS</b>	<ul style="list-style-type: none"> <li>• Employment is in accordance with terms and conditions as outlined in the Victorian Catholic Education Multi-Employer Agreement (VCEMEA 2018)</li> <li>• Remuneration is in accordance with the VCEMEA 2018 and dependent on skills and experience</li> </ul>
<b>PREPARED BY</b>	Principal Deputy Principal Wellbeing
<b>ISSUE: 07</b>	<b>DATE:</b> June 2020

All staff members of Siena College are expected to support and promote the College’s mission. Siena College, a Catholic secondary school in the Dominican tradition, engages young women in a challenging education that empowers them with the personal resources to make a difference in the world, by searching for truth through a culture of lifelong learning.

The College has a universal expectation for the protection of the young women in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation’s policies and procedures.

The Head of House is appointed by the Principal and is a member of the Wellbeing Team. In consultation with the Deputy Principal Wellbeing, the Heads of House are responsible for the case management of the students in their House. As such, they oversee all aspects of a student’s education at Siena College, including academic and co-curricular and all matters associated with personal wellbeing. In their roles, the Heads of House collaborate closely with the College Counsellors, Deputy Principal Learning and Teaching, Deputy Principal Mission and Identity, Leader of Wellbeing Programs, Head of Learning Diversity, Head of Admissions, Head of Careers, Heads of Learning and House Group Teachers.

The Heads of House are responsible for the House as a whole and for providing students and staff a unifying element - a center for information regarding their House in particular. The Head of House is a visible presence in the College, supporting and leading in the management of uniform, College standards and expectations and in greeting students as they enter and leave the College.

# ROLE DESCRIPTION

## Head of House

---

The role of the Head of House is to monitor the academic, cultural, social, emotional and physical welfare and development of girls in the House. The House system is also expected to give strong support and expression to the spiritual and social justice aims of the College. The role of Head of House is to demonstrate leadership in the spiritual life of the College, actively promote school policies and procedures, model excellence in teaching, encourage peers in the development of best practice, and foster a sense of community and care that supports the academic progress of students, within a team environment with other Heads of House and the Deputy Principal Wellbeing.

The Heads of House are part of a team charged with the implementation of student wellbeing policies and the development of community at the year level. This team focuses upon developing strategies that respond to student needs and which are consistent with the College mission.

### **1. College Leadership**

- 1.1. Work with the Principal and Deputy Principal Wellbeing to actively and publicly promote the Catholic and Dominican ethos of the College
- 1.2. Engage in ongoing formation in the Catholic and Dominican ethos of the College
- 1.3. Support the prayer life of the College and service of others
- 1.4. Provide leadership by actively and publicly supporting the College's Mission Statement and in implementing the College's Strategic Plan and School Improvement Plan
- 1.5. Embed high expectations of staff and students in the pursuit of excellence
- 1.6. Develop authentic relationships with students, staff and parents, promoting collegiality and open dialogue
- 1.7. Support staff to deal constructively with change and to monitor and evaluate the effectiveness of change
- 1.8. Be thoroughly cognisant of all Child Safe policies and procedures and support all staff in the implementation of these
- 1.9. Be a positive role model for colleagues and students

### **2. House**

- 2.1. Monitor the academic, cultural, social, emotional and physical wellness and development of students in the House.
  - 2.2. Contribute to the development, review and implementation of College policies and ensure that the policies reflect CEM policies and frameworks and the College's Mission Statement, vision and values
  - 2.3. Maintain knowledge of contemporary approaches relating to Student Wellbeing
-

## ROLE DESCRIPTION

### Head of House

---

- 2.4. Lead and facilitate the further development of a whole school approach to social and emotional learning
- 2.5. Promote visible wellbeing and model this through the use of restorative practices and trauma informed positive education
- 2.6. Maintain and promote a safe, effective and comfortable environment where students are known and affirmed, and able to learn and develop
- 2.7. Liaise with relevant staff to review and further develop and monitor student wellbeing programs and structures and act to ensure their continuing effectiveness and relevance
- 2.8. Case manage students in their House in relation to wellbeing, safety and learning
- 2.9. Support the Learning Diversity Department in the collation of NCCD Data
- 2.10. Work in close collaboration with the Deputy Principal Wellbeing and the College Counsellors through regular meetings, and on a needs basis, to ensure development of strategic responses to various student issues, and appropriate interventions for students and their families
- 2.11. Review the progress and the social, emotional and intellectual development of individual students at regular intervals through consultation with House Group and Subject Teachers
- 2.12. Encourage and develop processes for identifying and analysing the individual needs of students
- 2.13. Mobilise and collaborate with staff, families and where relevant outside agencies to address the needs of students at risk
- 2.14. Disseminate information regarding students as appropriate
- 2.15. Promote and model values of fairness, respect and tolerance of individual and cultural differences

### **3. Pastoral Program**

- 3.1. Collaborate with the Deputy Principal Wellbeing, Leader of Wellbeing Programs, and House Group Teachers to develop and implement the pastoral curriculum
- 3.2. Support their House Group Team in the delivery of the Pastoral Program

### **4. Family Support**

- 4.1. Ensure and enhance the welcoming atmosphere in the College
  - 4.2. Encourage family participation and attendance at College functions
  - 4.3. Work with staff to enhance the quality of their regular communication with families
  - 4.4. Support social and other events that encourage families and staff to gather in celebration of their shared role in educating and raising their children
-

## ROLE DESCRIPTION

### Head of House

---

- 4.5. Support family education programs that foster and strengthen family relationships
- 4.6. Support and facilitate information sessions for families

#### **5. Record Keeping**

- 5.1. Oversee the maintenance of timely and accurate records, including student attendance, lateness, pastoral and wellbeing issues, student management and family communication
- 5.2. Ensure the privacy and confidentiality of all personal information

#### **6. Management of House and Year Level Activities**

- 6.1. Liaise with the Deputy Principals and Leader of Wellbeing Programs in relation to House and Year Level activities and events
  - 6.2. Encourage within the House, a positive atmosphere and ethos that serves to motivate and reinforce the individual and collective efforts of students and staff
  - 6.3. Be aware of and promote justice and equity in all matters relating to the House
  - 6.4. Work closely with the Head of Student Formation, student House Leaders to develop student leadership and promote House participation and spirit
  - 6.5. Represent the House, staff and students at the Heads of House Meetings ensuring that decisions give due consideration to student and staff needs and interests
  - 6.6. Work with the Deputy Principals, Leader of Wellbeing Programs, Head of Learning Diversity and House Group Teachers to develop and implement effective orientation and transition programs for each year level at the College
  - 6.7. In collaboration with the Deputy Principals and Leader of Wellbeing Programs, oversee the administration of events and activities involving the House and/or Year Levels, including parent/teacher meetings, subject information sessions, student and staff year level meetings, liturgies, guest speakers, retreats, camps, fundraising events and Year Level social events
  - 6.8. In consultation with the Deputy Principal Wellbeing and Head of Learning Diversity, place students in House, House Groups and Learning Groups
  - 6.9. Supervise the provision and distribution of documentation to students, including lockers and locks
  - 6.10. Support and assist in proof reading reports for students in the House
  - 6.11. Celebrate student achievement in the House
  - 6.12. Collaborate with the student House Leaders to facilitate House assemblies
  - 6.13. In collaboration with House Group Teachers, check and monitor the wearing of the College uniform, demeanor and manner of students
  - 6.14. Ensure the general tidiness of student locker areas
-

## ROLE DESCRIPTION

### Head of House

---

- 6.15. Be a visible presence in corridors and the yard, particularly during morning House Group

#### **7. Leadership of Staff**

- 7.1. Meet and communicate regularly with House Group Teachers
- 7.2. Support and encourage participation of House staff in House events
- 7.3. Welcome and induct new staff to the House and to the role of House Group Teacher

#### **8. General accountabilities for all Staff**

- 8.1. Demonstrate duty of care to students in relation to their wellbeing
- 8.2. Be well informed and comply with the College's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- 8.3. Adhere to the College's professional dress code for staff
- 8.4. Attend all relevant staff meetings, assemblies, College masses, community days and staff professional learning days
- 8.5. Demonstrate professional and collegial relationships with colleagues
- 8.6. Commit to and actively support the College's agenda for continuous improvement through participation in school improvement planning as required
- 8.7. Demonstrate alignment and support for the Catholic and Dominican ethos of the College
- 8.8. Support the Mission, Vision and Values of the College as articulated in the Strategic Plan
- 8.9. Be familiar with and comply with all College policies and procedures

#### **KEY SELECTION CRITERIA**

1. Demonstrated capacity for proactive educational leadership, particularly in the area of student wellbeing
  2. Highly developed skills in leading and managing continuous improvement in wellbeing and in learning and teaching
  3. Demonstrated knowledge and understanding of contemporary educational research, issues, trends, practices and policies and in particular, the relationship between wellbeing and learning outcomes
  4. Highly developed interpersonal and communication skills including a demonstrated ability to develop and support effective teams
  5. A commitment to the concept of a learning focused school and an ability to work with all members of the community to enhance wellbeing and learning
-



SIENA  
COLLEGE  
CAMBERWELL

## ROLE DESCRIPTION

### Head of House

---

This role description will be developed further to utilise the individual strengths and initiatives of the person appointed

The Head of House is appointed for a three year period and has a time allowance of 18 periods

A performance appraisal will be conducted midway through the period of tenure