

## House Leader Role Description

Catholic College Sale (CCS), in the Marist and Sion traditions, fosters a Catholic and Mission focused environment that encourages all learners to strive for excellence and to grow in their potential. In this context teacher leaders strive to provide technical, human, educational, symbolic and cultural leadership, which is student centred and which facilitates the development of each student's potential in an environment of trust, excellence and best practice.

Teacher leaders commit to building a reflective, collaborative and cooperative culture which engages the hearts and minds of every student every day. As a leader within the Catholic College Sale community we believe that effective learning in our Catholic context is built on engagement, growth and excellence, always centred on the whole person.

The House Leader has responsibility for student learning engagement and wellbeing in his/her House of Year 7-12 Students. The House Leader is appointed by the Principal and is responsible to the Principal and Deputy Principals and reports to the Principal via the Deputy Principals.

He/she works collaboratively with the Director of Student Engagement Years 7-9 and Director of Student Engagement Years 10-12 to provide the best outcomes for each student in his/her House.

The House Leader will, in partnership with the College Leadership Team, lead the development of a College culture that provides for the spiritual, intellectual, emotional and physical growth of each student in your House and:

- Commits to Catholic College Sale Strategic Directions.
- Endorses a leadership culture of respect, collaboration and continuous improvement.
- Promotes learning through wellbeing.
- Strives for continual improvement for all, through personal, professional and leadership goals that commit to the processes of student growth and development.
- Is welcoming of change and innovation.
- Supports best practice in student learning and wellbeing.
- Fosters a House spirit that sees student connectedness and sense of belonging flourish.
- Seeks opportunity to build student leadership, mentoring and role modelling within the House
- Contributes collaboratively to the Wellbeing Development Team.
- Leads and develops the House Team of Pastoral Group teachers.
- Facilitates the implementation of holistic learning practices for students and teachers within the House.
- Facilitates the development of a learning culture that is flexible, adaptable, learner-centred and focused on the individual student wellbeing.
- Engages in ongoing professional learning that will promote a culture that supports a learning environment where students are challenged and engaged.
- Builds positive and ongoing relationships and partnerships with parents/carers.

### Team Structure:

The House Leader is one of six House Leaders operating in a vertical House system, within this structure, each House Leader will lead the Years 7-12 House Student Cohort. The vertical Pastoral Groups will be organised in Years 7-9 Pastoral Groups and Years 10-12 Pastoral Groups.

The role of the House Leader will be supported by the Director of Engagement Years 7-9 and Director of Engagement Years 10-12. The House Leader will report to the Deputy Principal-Learning and Wellbeing.

### Specific Responsibilities:

The House Leader will provide leadership, communication, liaison and coordination of developmentally appropriate strategies and programs to maximise student learning and wellbeing in their respective House. In this role, the House Leader is expected to collaborate and liaise with the Directors of Engagement and others, as appropriate to ensure the most effective outcomes for every student.

The House Leader is responsible for:

- Development of student leadership opportunities which enhance House Identity and engage students fully in the life of CCS. Overseeing the setting up of a Student Representative Council within each House and facilitation of the development student leadership skills through the mentoring of elected student representatives
- Monitoring and facilitating the progress of each student. This will require working collaboratively with students and parents/carers.
- Affirming and recognising the gifts, contributions to community life and achievements of House group members.
- The oversight and responsibility of the Student Wellbeing Program and its effective delivery, including consultation with and management of the Pastoral Teachers.
- Lead regular and productive meetings of the Pastoral Group staff.
- Leadership and facilitation of House Liturgies, Rituals and Celebrations to ensure the Catholic Culture and Ethos of CCS is a lived reality for students and staff in each House.
- Presence and availability in Pastoral Group time.
- Build ongoing relationships of understanding and engagement with students, parents/carers and teachers.
- Regular communication with Learning Support Leaders and College Counsellors and ensure appropriate support and management of students identified as 'at risk'.
- Timely and effective parent/carer contact and communication.
- Attendance at Wellbeing Development Team meetings.
- Regular communication and meetings with Deputy Principal Learning and Wellbeing.
- Ensuring that students new to Catholic College Sale are welcomed and encouraged to participate actively in College life according to their interests and talents. In collaboration with the Directors of Engagement implement the induction/transition of new students to CCS.
- Liaison with appropriate Learning Leader/s regarding a student's learning progress.
- Attending selected College activities to build student relationships across Years 7-12. This may vary across the three years to ensure all House Leaders experience significant House events (Year 7 Camp, Year 10 Tasmania, Year 12 Retreats – two House Leaders per event) This will be done in conjunction with the relevant Deputy Principal.
- Other duties as requested by the Principal from time to time.

#### Professional Responsibilities and Accountability:

The role of the House Leader at Catholic College Sale is expected to:

- Reflect and nurture the Vision of the College in the course of their work.
- Commit to and provide Christian leadership through vision, service and example.
- Energise staff, students and parents/carers through the development of quality relationships and the fostering of community.
- Promote a culture of ongoing improvement.
- Ensure all leadership decisions are implemented in a professional and equitable manner.
- Ensure the role is carried out in a responsible and ethical manner.
- Present consistently and effectively as a role model for others.
- Ensures ongoing familiarity and commitment to College and Diocesan Policies.
- Ensures exemplary commitment to all Child Safe Policies and Protocols.

#### Classification:

POL: 3

Time Allowance: 12 periods per cycle

Tenure: 2021-2023

Review: 2021

*Please note: this role description will remain draft for 2021 to ensure the clarity of role and purpose moving forward. All POLs are appointed for a period of 3 years, with a formative leadership review undertaken at the end of Year 1 of the appointment.*