



NAZARETH COLLEGE

ROLE DESCRIPTION

HEAD OF HOUSE X 6 POSITIONS

POSITION REPORTS TO: Principal, Deputy Principal (Staff and Students), Director of Wellbeing	AWARD: Entitlements under the Victorian Catholic Education Multi Enterprise Agreement 2018 (or its successor)
CLASSIFICATION: POL 2 8 x 75 minutes periods per 10-day cycle	TERMS OF EMPLOYMENT: Two-three years (Depending on Appointee)
ANNUAL LEAVE: As per VCMEA Award	REQUIREMENTS: Annual Review Meeting Formal Appraisal in Semester 2 of penultimate year of appointment Victorian Institute of Teaching – Full Registration CECV Accreditation to Teach in a Catholic School Criminal Record Check/Working with Children Check
COMMENCEMENT DATE: 27 January 2021	TO BE REVIEWED BY AND DATE: The Principal in the penultimate year of the contract

CONTEXT

Nazareth College is a Catholic Co-educational Regional Secondary College established in 1986. It is a learning community centred on the person of Jesus Christ. The Nazareth Community is committed to the safety, wellbeing and inclusion of all students in its care.

Through learning and teaching in the Catholic tradition, we foster a culture of Faith, Wisdom and Knowledge.

'He returned to Nazareth and became strong, filled with wisdom; And the favour of God was upon Him.' (Luke 2:40)

OVERVIEW OF THE HEAD OF HOUSE:

The Head of House is a middle leadership position and is responsible to the Principal through the Deputy Principal (Staff & Students) for providing leadership and direction of the College's Vertical House Structure. They will interact with all areas and levels of staff within the College and relevant external stakeholders to oversee all needs of students within the House.

The Head of House has the primary responsibility for the wellbeing, care, safety, protection, pastoral care, academic progress and guidance of the students in the House. Whilst all teachers have an important pastoral care role, the Head of House has a key role in providing a pastoral focus for students in their House. All relationships and procedures within the House will reflect Nazareth College's belief in the dignity of each and every person, centrality of wellbeing, care, safety, protection, pastoral care and restorative and PBS practices to ensure good teaching and learning and appropriate student outcomes.

The Head of House has a key role in the embedding of the College's wellbeing policies by supporting student wellbeing for learning. They set the direction for student wellbeing in their specific House ensuring every student's opportunity for growth is maximised. The correlation between the wellbeing of a student and their success as an engaged learner is well researched and documented.

The partnerships between Instructional Leaders (formerly Learning Area Leaders), Subject Teachers, Pastoral Teachers and Heads of House is pivotal in the pastoral care and empowerment of Nazareth College students.

The Head of House supports the three-way partnership between staff, students and families and oversees the wellbeing and learning dimensions of students within their House. Heads of House will contribute to the development of student wellbeing and the embedding of the student wellbeing learning sphere of the School Improvement Framework.

The House System is also expected to give strong support and expression to the spiritual and social justice intentions 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 situation with other Heads of House.

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

Nazareth College is committed to the Vertical House System as the core structure for student wellbeing, safety, protection and pastoral care. Each of the six Houses is divided into five pastoral groups. Teachers appointed as Pastoral Teachers are the primary carers and the Head of House has the responsibility for approximately 120 students from all year levels.

The College is committed to the process of Restorative Practices and school wide Positive Behaviour Support (PBS) in interactions with students and staff, and Head of Houses have a central role to play in their implementation and development.

The Head of House is responsible for the maintenance of good order and the application of College rules within the House. The policies of the College are directed by the Principal and all College rules apply within the House. The Deputy Principal (Staff and Students) together with the Director of Wellbeing direct the House System and are responsible to the Principal for the direction and coordination of the Head of House Team.

Heads of House will actively support and promote the values inherent in a Catholic school, be highly professional in all aspects of the role and display proficiency in areas of organisation, communication, consultation and decision-making. They must have a capacity to develop an understanding, rapport and trust with young people recognising different stages of development and different learning styles.

The Head of House is required to be familiar with and comply with the College's Child Safety Policy and the Code of Conduct. They will provide students with a child safe environment, which proactively monitors and supports student wellbeing and exercises pastoral care in a manner which reflects school values.

Successful candidates for these positions will commence 27 January 2021. They have the option of nominating a two or three year period of appointment. For the nominated tenure, an ongoing teaching position is associated with this appointment.

STATEMENT OF DUTIES/RESPONSIBILITIES

PASTORAL CARE

- To be responsible to the Principal via the Deputy Principal (Staff and Students) and Director of Wellbeing for the implementation of the College's Pastoral Care, wellbeing and student management structures, processes and policies.
- To advise, organise and develop the professional pastoral skills of Pastoral Teachers.

- To meet regularly with Pastoral Teachers to discuss broad policy within the House, matters of concern, best practice in working with secondary students and students who have diverse learning needs or are identified as vulnerable.
- To be available on a regular basis in the Head of House office before school, at recess, lunch and after school.
- Support Instructional Leaders (formerly LALs) and Subject Teachers as they endeavour to support the academic, social, emotional and spiritual needs of students.
- Act as a conduit for parents/guardians/carers and the College teaching and administrative staff regarding the learning and wellbeing of individual students.
- Meet with parent/carers when the need arises to discuss wellbeing or learning concerns.
- Develop and encourage effective student leadership opportunities in your House.
- Encourage student cooperation, emphasising respect for others and observation of school rules.
- Support the Instructional Leader in faith in their leadership of Retreats and liturgical celebrations.
- To protect the safety and wellbeing of each student within the House.
- To ensure a holistic knowledge and management of each student in the House.
- Work with the Wellbeing Team to develop a comprehensive pastoral program.
- Monitor student attendance and participation in the co-curricular life of the College.
- Assist Pastoral Teachers and other staff to monitor student attendance and punctuality.
- Document interactions on SIMON to monitor trends and patterns in your House.
- In conjunction with the Child Safety Officers, implement the Child Safe Policy and Code of Conduct and any other policies or procedures relating to child safety.
- Be familiar with and adhere to child safety and PROTECT protocols.
- Co-ordinate the pastoral care of students and student wellbeing programs of your House.
- Supervise extended pastoral sessions.
- Case management of students as required.

LEARNING

- Develop a strong learning culture within your House.
- Collaborate with the Director of Wellbeing, Instructional Leader for learning diversity and Engagement and Transition Coordinator to support the transition of new students in the House.
- To use and support staff in your House to use a restorative and PBS approach in managing issues between staff, students and parents.
- Teach various classes across a number of different year levels.
- Work in conjunction with relevant staff to manage learning needs of students in your House.
- Attend PSG meetings for students in your House.
- Plan for suitable interventions or opportunities to address identified needs by liaising with appropriate staff (eg Learning Diversity and Engagement, First Aid Officer, School Counsellor).
- Liaise with relevant staff regarding the progress of students and to support students with diverse learning needs.

RESOURCE MANAGEMENT

- With the Business Manager, prepare and manage the budget for your House.
- Purchase, maintain and develop student resources and e-resources related to Pastoral care, wellbeing and student management in the house.
- Distribute resources/information to staff, students and parents as required.

CLASSROOM MANAGEMENT

- Apply effective behaviour management with a focus on PBS and restorative practices which are consistent with the College's Behaviour Management Policy.
- Have knowledge of and advise students of the School's policies and procedures.
- Encourage student cooperation, emphasising respect for others and observation of school rules and expectations for appropriate behaviour.
- Form working relationships with students which are positive, consistent and fair.
- Take responsibility for managing inappropriate student behaviour.

- Be punctual, manage time, lesson planning and assessment schedules efficiently.
- Establish a learning environment where students feel safe and are encouraged to be fully engaged.
- Monitor student progress and liaise with relevant staff regarding individual needs.
- Take responsibility for the pastoral needs, duty of care and standards of behaviour of all students inside and outside the classroom.
- Protect the safety and wellbeing of each student.
- In conjunction with the Child Safety Officers, implement the Child Safe Policy and Code of Conduct and any other policies or procedures relating to child safety.
- Report irresponsible or improper behaviour that is beyond normal classroom management to the Heads of House or Director of Wellbeing.

LEADERSHIP

- Implement decisions and procedures as directed by College Leadership which assist in the efficient organisation of the College.
- To provide leadership for the House.
- To hold staff in your house accountable for understanding and following College procedures and policies.
- Provide strong leadership by example and direction where required with respect to the delivery and implementation of the College Strategic Plan.
- Exercise a shared responsibility to ensure that the mission of the Catholic Church is brought to life in the College. The role is predicated on the belief that to be effective, the work will be informed by a vision of Catholic education that is Gospel-based, people-centred, inclusive and holistic.
- Actively promote the growth and development of a caring and Gospel-based House ethos and spirit. This includes the organisation of House events.
- Provide positive and supportive leadership through appropriate peer observation, mentoring, feedback and support for staff.
- Ensure that the teaching/learning is of the highest standard and caters for the needs of all students.
- Hold staff accountable for understanding and following College procedures and policies.
- Identify and plan appropriate professional learning for Teachers and Learning Ssistants.
- Convene and facilitate regular House meetings, ensuring appropriate agenda and minutes are distributed in a timely manner to all relevant staff.
- Manage and lead programs within the House Area to promote a safe workplace and optimal learning opportunities for students.
- Lead the House in the organisation of school events (eg Open School, Subject Selection, Information Evenings).
- Leaders are of one voice and supportive of each other in all initiatives and messaging to staff, students and parents.
- Foster an environment of professional trust, empowerment and learning.
- Take a supportive role in the recognition and celebration of student achievements.
- Provide effective leadership through outstanding relationships of support, accountability and excellence.
- As part of the College coaching and ARM process, facilitate a growth coaching conversation to develop appropriate goals.
- Participate in College requested PD to continue to build leadership capacity and growth.
- Liaise with others in Leadership positions within the College regarding child safety, subject selection, special programs and other events in the College Calendar as required.
- Support staff in your instructional area to use restorative and PBS processes and practices.
- Assist with staffing allocations and induction of new staff within the instructional area.
- Know the strengths and areas for growth of the House team and work in collaboration where students are the priority.
- Actively promote collective efficacy through a shared commitment to the improvement of practice and an openness to feedback.
- Enforce all OH&S rules throughout the House.

- Provide leadership for all involved in teaching including mentoring, collaborating and the sharing of information to encourage continuous improvement in the quality of teaching and learning for students.
- Show an active and supportive interest in College events, particularly those in which students are involved, and to represent the House as appropriate.
- To take a supportive role in the recognition and celebration of student achievements.
- To strive towards fulfilling goals related to Pastoral Care as described in the College Mission Statement, College Philosophy and Strategic Plan.
- To assist with the organisation of camps and Whole House or school activities, excursions and incursions.
- To help train and guide students in their role as leaders and to establish effective House Committees.
- To be responsible for the care and cleanliness of House area.
- To model to staff and students the best practice in restorative and PBS philosophy.
- To model perseverance, sensitivity, compassion, patience and discretion in the face of complex and difficult situations.
- To ensure College expectations regarding study habits, dress and conduct are maintained.

ADMINISTRATION

- Closely monitor the overall academic performance of members of the House in support of student wellbeing.
- Oversee the general organisation and administration of the House and the coordination of activities pertaining to the house.
- Be responsible for organising and conducting House/Year Level Assemblies as required.
- Consult, plan and communicate with staff regarding any activity that involves whole year levels or House group and co-ordinate other such activities involving groups within year levels of Houses.
- Assist in arranging information sessions for students and parents as required, eg Open Days, Parent Information Evenings.
- Convene Wellbeing and Learning meetings for teachers, keeping records and ensuring follow up.
- Compile and keep current records particular to the students in the House.
- Organise special transition programs where appropriate with relevant staff .
- Where applicable and in conjunction with relevant staff, communicate information relevant to students social, emotional, physical and academic wellbeing and the impact this may have on their learning.
- Lead and work with staff to follow up student's behaviour, uniform, lateness and absenteeism and relevant learning and wellbeing issues.
- Keep detailed records of student incidents, parent/teacher discussions and referrals on SIMON.
- Work with Instructional Leaders, Deputy Principals and other staff as required to finalise promotions and to provide advice on subject selection and course requirements.
- To be responsible for the management of students in the House, in conjunction with Pastoral Teachers, Director of Wellbeing, Subject Teachers, Learning Support Officers using restorative and PBS processes and practices.
- To attend as a priority, Head of House meetings which are facilitated by the Director of Wellbeing/Deputy Principal (Staff & Students) and are typically held fortnightly.
- On a roster system, lead Prayer, take minutes, be a critical friend and act as time keeper at Head of House meetings.
- To be fully prepared and attend as a priority, Student Support Meetings regarding students of concern in your House which are facilitated by the Director of Wellbeing/Deputy Principal (Students & Staff) and attended by the School Counsellor.
- To liaise regularly with fellow Heads of House to ensure the good organisation of whole House events and that all House matters are consistently attended to.
- To oversee the organisation of House liturgies and Thursday masses.
- To plan and assist in the organisation of parent meetings and other functions.
- Be available to discuss with parents and carers matters concerning their child.
- Keep staff informed of pertinent decisions affecting the House.

- To organise and manage House locker areas.
- To inform the Principal via the Deputy Principal and Director of Wellbeing immediately of any serious problems arising, or, conversely, when good things occur.
- To ensure that all protocols relating to reporting an issue of Child Safety and Mandatory Reporting are adhered to in the protection of the safety and wellbeing of all students in their House.
- To be a member of the Support Team for students in child protection and safety issues.

PROFESSIONAL EXPECTATIONS

- Exercise discretion when handling confidential and sensitive information.
- Attend College functions, meetings and events as required.
- Adhere to College policies and procedures.
- Show collegiate support of all staff.
- Continue to meet the characteristics of a Lead Teacher as documented in the Australian Professional Standards for Teachers (AITSL).
- Ensure that the teaching is of the highest standard and caters for the needs of all students.
- Hold and document regular meetings with House staff to discuss educational issues especially those related to wellbeing and learning.
- Participate in professional learning and networks to broaden knowledge and improve practice.
- Take an active role in the Co-curricular programs.
- Monitor the performance of students and staff in your House.
- Work with Deputy Principal (Teaching & Learning) to finalise promotions and to provide advice on subject selection and course requirements.
- To attend as a priority, Head of House and Student Support Meetings.
- To liaise regularly with fellow Heads of House to ensure consistency across Houses.
- Plan and assist in the organisation of parent meetings and other functions.
- Interact positively and proactively with parents to build strong relationships.
- Communicate information of a serious nature to the Deputy Principal, or members of the Leadership Team.
- Ensure Nazareth College continues to build its reputation as a school of choice.

CHILD SAFETY

Every person employed or volunteering at Nazareth College has a responsibility to understand the importance and specific role they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make. Such responsibility requires employees to:

- Provide students with a safe environment and proactively monitor and support student wellbeing.
- Be a suitable person to engage in child-connected work.
- Be experienced in working with children.
- A demonstrated understanding of child safety and protection.
- A demonstrated understanding of appropriate behaviours when engaging with children.
- A thorough knowledge of legal obligations relating to child safety under Ministerial Order No. 870 Child Safe Standards and expectations of CEM, PROTECT, VIT and VRQA.
- A demonstrated understanding of and commitment to Child Safety protocols, Codes of Conduct and to ensuring Nazareth College is a Child Safe School.
- In conjunction with the Child Safety Officers, implement the Child Safe Policy and Code of Conduct and any other policies or procedures relating to child safety.
- To ensure all protocols relating to reporting an issue of Child Safety and Mandatory Reporting are adhered to in the protection of the safety and wellbeing of all students.

OTHER DUTIES

- No Role Description can be entirely comprehensive and the incumbent will be expected to carry out such other duties as requested by the Principal or his delegate as may be required from time to time and are broadly consistent with the responsibilities of this Role Description.

- The position is subject to review and modification by the Principal (or nominee), through consultation and agreement with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee.
- The position will, from time to time require attendance outside normal hours.
- The successful applicant will require a commitment to ongoing professional learning.
- All employees at Nazareth College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.

QUALITIES

- The Heads of House, by their dress, demeanour, respect for others, and support and involvement, will provide an example to staff and students.
- The Head of House must be prepared to develop a knowledge of the needs of the students in their care and be prepared to make themselves available to the families who are members of the House.
- To be professionally competent in teaching, administration and pastoral care.
- The role of the Head of House, by its very nature, requires a broad knowledge of the life of the College, detailed awareness of individual students, and a willingness to give of oneself rather than simply giving of one's time.
- The Head of House must be knowledgeable of, and active in promoting, Child Safety policies and protocols within the College.
- The role requires a commitment to lead restorative and PBS processes and practices in all interactions with staff, students and parents.
- Carry out all duties which assists in the efficient and caring organisation of the College.

KEY PERFORMANCE INDICATORS

- Accountability and efficiency in the carrying out of the duties of the position.
- Be committed to the safety and protection of all students.
- Be approachable and responsive to all members of staff .
- Able to competently carry out multi-tasking duties both in immediate and longer term situations.
- Give strong evidence of commitment and contribution to the effective running of the Head of House and Pastoral Team.
- Show initiative and energy in all matters pertaining to the House system.
- Actively support, model and promote the use of restorative and PBS practices and processes in dealings with staff and students.
- Establish and maintain a positive spirit and good order in the House.

SELECTION CRITERIA

Nazareth College, Noble Park North recognises and values the unique gifts, talents and experience of each applicant. The criteria listed below will inform the selection process.

1. Support of the Vision and Mission statements of our learning and faith community.
2. A commitment to the Catholic ethos of the College and recognition of the role of all leaders.
3. A clear vision for supporting the wellbeing and pastoral needs of students in a Vertical House System in a Catholic Co-educational Secondary College.
4. The capacity to create and maintain an environment that supports continuous improvement leading to the achievement of high quality outcomes for all students.
5. Ability to effectively lead a team of Pastoral Teachers and staff connected with the House.
6. Knowledge and understanding of contemporary practices and policies related to student wellbeing, safety and protection.
7. Perseverance, sensitivity, compassion, patience and a high level of discretion in working with complex and difficult situations, and when handling confidential and sensitive information.
8. Effectively lead staff, within the House and if necessary, hold them to account.
9. Capacity to provide leadership characterised by lateral thinking, innovation and a willingness for ongoing improvement and to embrace change.
10. Proven ability to demonstrate initiative, prioritise workload, set goals and achieve targets.

11. Well developed organisational and interpersonal skills including a demonstrated ability to work effectively, independently and collaboratively in a team environment. including the ability to manage information and correspondence with confidentiality, discretion and diplomacy with staff, students, parents/guardians and key stakeholders.
12. Commitment to the promotion of restorative and PBS practices and processes.
13. Sound understanding of Child Safe standards and Mandatory Reporting requirements as they apply to Nazareth, and a strong commitment to providing a child safe environment.
14. An understanding of the cooperative teaching connections between pastoral, academic, social, spiritual, cultural, sporting and creative factors that work together to provide a dynamic learning community committed to the wellbeing of the whole person.
15. Strong organisational and time management skills with an ability to prioritise tasks, meet prescribed deadlines and concurrently manage a number of competing tasks.
16. Demonstrable understanding of the AITSL Standards.
17. Registered Teacher in Victoria (or eligible for registration).
18. Accreditation to teach in a Catholic school (or working towards).
19. Qualifications in the area of Student Wellbeing is desirable.
20. First Aid Certificate – level 2 (or willingness to obtain).
21. Anaphylaxis Awareness training (or willingness to obtain).
22. Non Government Schools Protecting Children Mandatory Reporting and other Obligations Certificate.
23. Have the ability to promote the cultural safety, participation and empowerment of students and their families identified as vulnerable, students with a disability, linguistically and culturally diverse students and Aboriginal and Torres Strait Islander students.

KEY ORGANISATIONAL RELATIONSHIPS

INTERNAL	EXTERNAL	MEETINGS
Principal Deputy Principals Director of Wellbeing Pastoral Teachers Subject Teachers Transition Coordinator Students Counsellor First Aid Officer Student Support Staff Learning Support Officers	Parents Support Agencies	Fortnightly Student Support Group Meetings Fortnightly Head of House Meetings

TENURE, CONDITIONS AND REQUIREMENTS

CLASSIFICATION:	POL 2 8 x 75-minute periods per 10-day cycle
TENURE	Two- or Three-Year appointment (Successful candidate will choose) 2021 – 2022/2023
APPRAISALS	Annual Review Meeting Formal Appraisal in Semester 2 of penultimate year of appointment
ENTITLEMENTS	Entitlements under the <i>Victorian Catholic Education Multi Enterprise Agreement 2018</i> (or its successors)
REQUIREMENTS	Victorian Institute of Teaching – Full Registration CECV Accreditation to Teach in a Catholic School Criminal Record Check/VIT/Valid Working with Children Check

EMPLOYEE ACKNOWLEDGMENT

I (the undersigned) have read and understand the content of this position description and undertake to meet the key accountabilities in an appropriate manner.

Name:

Signature: Date:

Authorised by Principal or Representative

Name:

Signature: Date: