



## Position Information Document

**Name:**

**Position Title:**

**Leader of House**

**Tenure:**

**POR 3 for 4 Years**

St Paul's College, as a Catholic, co-educational College in the Edmund Rice tradition, contributes to the development of young people through education and their formation of Christian virtue and conscience.

Founded in 1959 and governed by Edmund Rice Education Australia Colleges Ltd (EREA), St Paul's College embraces values of Faith, Relationships, Excellence and Diversity in the tradition of our founder Edmund Rice, who used his own gifts and talents to be of service to others and empower the marginalized.

Our College caters for the needs of every individual in a considerate and holistic way, providing learning experiences that are engaging, relevant, innovative, creative and authentic (ERICA). We realise the impact of our community when student experiences are exciting and rewarding, where relationships are supportive and fulfilling, and where our strong Christian values inform every aspect of College life.

The Leader of House reports to the Head of Wellbeing (Years 7-12) and is responsible for leading staff in the holistic development of students in their allocated House, whereby all components of the student's journey through life and school are a central responsibility of the Leader of House. In partnership with Home Group Teachers, the Leader of House connects students, staff and families to help in the development of students in the House, overseeing academic, wellbeing and spiritual needs of individual students and through wellbeing initiatives.

This position forms part of the Secondary Wellbeing Council.

### KEY WORKING RELATIONSHIPS

**Internal Relationships:** Executive Leadership Team, Secondary Wellbeing Council, Learning Diversity Team (Years 7-12), Counselling Services Team, Finance Team, Administration Team, ICT Team, HR Manager, Teaching and Non-Teaching staff, and students at the College.

**External Relationships:** Members of the College Community, Catholic Education South Australia (CESA), Edmund Rice Education Australia Colleges Ltd (EREA), South Australian Certificate of Education (SACE) Board, Australian Curriculum Assessment and Reporting Association (ACARA), Australian Institute for Teaching and School Leadership (AITSL).

### KEY ACCOUNTABILITIES:

- Oversee the academic and pastoral development/journey of all students in the House
- Support College Leadership in the development and implementation of College policies, procedures and strategic initiatives
- Prioritise student voice and student leadership by managing all components of leadership within the House, including student leader meetings, events, service initiatives etc.
- Work collaboratively with the Learning Council (including Leaders of Learning in Years 7-12) to monitor student academic progress, and as the key person responsible for the academic pathways, decisions, output, support, development and tracking of students in the House
- Lead House staff and students in participating in Pastoral Care activities and programs, including regular House Assemblies and Chapel Services/Liturgies
- Lead the House as the leader responsible for gathering, analysing and responding to meaningful data that captures student improvement and decline in academic/pastoral progress, including attendance and punctuality data, term and semester reports, trends extracted from the College's Learning Management System etc.
- Identify and monitor and resolve students at risk (of any kind) in your House

- With a focus on subsidiarity and supporting staff to manage students, respond to students in the House who do not meet College expectations
- Manage and document the investigation of serious breaches in College expectations, including the engagement of families, meetings and support/re-entry plans, and appropriately engage members of College Leadership when needed
- Model and centralise the College's values and *Our Common Ground* in all interactions and within all components of your work
- Model, lead and prioritise best practices in Safeguarding/Child Protection
- Lead staff, student and parent meetings, with a focus on Restorative Practices conversations
- Model the documentation of all interactions and events as required by the College, including pastoral notes on the College's Learning management System, communications with families etc.
- Work regularly and collaboratively with the Counselling Services Team and Diversity Team (Inclusive Education, Gifted Education, First Nations peoples) to ensure the development of students with additional needs
- Establish positive relationships with students by attending and participating in a range of activities such as camps, retreats, socials, formals, dinners, co-curricular activities etc.
- Lead the induction of all new students and staff into the House
- Engender House spirit and a sense of belonging/pride amongst staff and students
- Assist with the preparation of (and attendance at) key functions
- Lead staff in identifying and addressing performance difficulties or concerns associated with Pastoral Care and/or Personal Responsibility
- Continue to engage in professional development that will tangibly strengthen your leadership in relation to this position
- Perform work outside of schools hours and during the term break where necessary, in order to fulfil the requirements of the role
- Comply with all organisational policies and procedures and hold House staff accountable to these requirements
- Act as a positive role model supporting the vision and mission of the College as a Catholic School in the Edmund Rice tradition, acknowledging a most significant responsibility allocated to this position
- Maintain a teaching load consistent with the South Australian Catholic Schools Enterprise Agreement 2020 (as amended or superseded) and in negotiation with the Principal or Deputy Principal
- Perform any other reasonable duties as required by the Principal.

#### **PERSON SPECIFICATIONS**

- Strong educational philosophy that is centred on equity and inclusion
- Demonstrated success in pedagogical practice, curriculum, assessment, and reporting
- Demonstrated understanding of best practice for positive and improved Student Wellbeing
- Deep knowledge of the needs for young people in our community, especially within St Paul's College
- High cultural awareness and sensitivity
- Strong verbal and written communication skills
- Demonstrated ability to plan and organise workload to achieve objectives
- Demonstrated skills in conflict management with staff, students, and families
- Demonstrated skills in problem solving
- Demonstrated ability to manage competing priorities with best outcomes for all tasks
- Competent user of ICT for classroom practice and administrative responsibilities

#### **WORK HEALTH & SAFETY RESPONSIBILITIES**

Supports the implementation of a proactive WHS environment through the development and maintenance of a best practice WHS culture within their Workplace.

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers
- Encourage colleagues and others on the worksite to adhere to safe work practices.

Reference: Division 4, Section 27 and 28 WHS Act 2012

**GENERAL TRAINING AND CERTIFICATION REQUIREMENTS:**

- Working With Children Check to work in Catholic Education SA
- Approved Child-Safe Environments Responding to Abuse & Neglect: Education and Care training
- Relevant First Aid Training
- Edmund Rice Education Australia and St Paul's College is committed to ensuring the safety, wellbeing and dignity of all children and young people. All staff must have and maintain a commitment to child safety.

**CONDITIONS OF EMPLOYMENT**

The term of appointment for the position is four (4) years. The salary and conditions entitlement are consistent with that of the current South Australian Enterprise Agreement (as amended or replaced).

**ACKNOWLEDGEMENT**

I have read and understand the requirements of this position. I acknowledge that this position information document has been designed to indicate the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks, and outcomes.

---

Signed (Principal or Delegate)

---

Signed (Employee)

Date:        /        /

Date:        /        /