



Position Description

Head of House

The Role

Cura personalis (care for the entire person) is an essential characteristic of a Jesuit education and is, therefore, conspicuous in the context of Saint Ignatius' College, Riverview. The primary responsibility of the Head of House is to facilitate the overall development and formation of students in their care, fundamentally through accompaniment in all activities of College life: academic, co-curricular, social and religious / spiritual formation. It is expected that the Head of House takes an active involvement in the care and wellbeing of each student through the exercise of *cura-personalis* and that strong relationships between students and their parents / carers are forged to support this involvement.

The Head of House is firstly an outstanding classroom practitioner who, because of their particular expertise and interest in the care and wellbeing of students, takes a leadership role in the pastoral care aspect of the College, acknowledging the symbiotic relationship that exists between student care and wellbeing and their learning and growth. The Head of House will lead, manage and be accountable for the quality of the College's pastoral provision for students in one of the sixteen Houses. The Head of House is a spiritual leader within the House and the College, and will be appointed to the role after undergoing appropriate professional development and personal formation in Ignatian values and ideals. The Head of House is also a team leader in line with the concept of team that underpins the organisational structure of the College.

Each Head of House is a member of the College Pastoral Care Team and, as such, participates in the effective leadership and management of the House system, which is an integral part of the educational stewardship of the College. The Head of House, as a College Leader, is expected to articulate a vision for the House in the context of the College ethos and mission. S/he is expected to implement the College's pastoral provision in the relevant House, to make a full contribution to ensuring high standards in all aspects of College life, and to support the day-to-day administration, organisation and management of the College.

The Head of House is the first point of call for students, parents and staff for any matter pertaining to the students' education. The position requires excellent interpersonal and communication skills, a faith leadership focus, awareness of the contemporary developmental needs of adolescent boys, and a clear understanding of and commitment to the accountabilities in this role.

The Head of House is expected to have a sympathetic awareness of each student's context. It is expected that *cura-personalis* be extended to all aspects of College life, including challenging students to grow in the understanding of their own faith and ultimate spiritual horizon by ongoing discernment. Leadership of a House implies the formation and nurturing of a community based on the Christian values of love, compassion, justice and faith. It is expected that students feel safe –“at home” – at all times in the environs of the House, as they deepen their experiences through reflection in the Ignatian tradition. The Head of House is the key facilitator of this process.

The Head of House is also expected to challenge students to seek leadership opportunities to be of self-giving service to others in the community, inspired by the example of Jesus Christ and relevant house patrons, in the service of a faith that does justice.

- 1. Role purpose:** There are five aspects of the Role Purpose to be achieved by the Head of House.
- The holistic and spiritual development of each student in their care;
 - Leading the pastoral care and managing pastoral policy within the context of the College;
 - Leading and managing people and teams;
 - Promoting and representing the House;
 - Demonstrating a high level of competence as a classroom practitioner.
- 2. Responsible to:** **As the delegated leader** of a House in the College, the Head of House is responsible to the Principal through the Deputy Principal Students. The Head of House is expected to contribute to fortnightly administrative Heads of House Meetings and strategic Pastoral Care Team Meetings convened by the Deputy Principal Students.
- As a classroom teacher** the Head of House is responsible to the Principal through the relevant Head of Faculty and expected to participate in all Faculty meetings and Faculty activities.
- 3. Principle relationships:** The Principal, the Deputy Principal Students, the Dean of Pastoral Care, other Heads of House, the Assistant Head of House, the Heads of Faculty, the Division Masters, the Health Centre Staff, the Counselling Staff, classroom teachers, MICs, coaches, parents/carers and students.
- 4. Key accountabilities:**
- Team Leadership**
The Head of House will exercise effective team leadership for the development and support of an efficient House team. The Head of House has the responsibility for the leadership and management of the Assistant Head of House and all House Mentors to whom specific responsibilities are effectively delegated.
- Ignatian Leadership**
The Head of House will demonstrate at all times the characteristics of an Ignatian leader and nurture the leadership skills of the Assistant Head of House.
- Shared Vision**
The Head of House will lead the House in collaboration with colleagues in the House, towards the achievement of a shared House vision which includes the goals of *cura personalis*.
- Climate of Excellence**
The Head of House will develop a climate of excellence in student pastoral care through the application of clear standards, consistent practice and effective collaborative relationships with College leaders, staff, students and parents.

5. Key tasks and expected outcomes

Position Responsibilities	Core Activities
5.1 Leadership	5.1.1 Act as a positive role model of Ignatian leadership; 5.1.2 Promote the characteristics of the House Patron in the operation of the House; 5.1.3 Maintain the highest standards and expectations at all times; 5.1.4 Provide leadership in the provision of high standards in the delivery of the College Pastoral Care program within the House; 5.1.5 Provide a welcoming environment; 5.1.6 Oversee the induction and orientation of new House staff; 5.1.7 Support, encourage and mentor House staff in their professional roles; 5.1.8 Develop and promote House Spirit which encompasses the role model of the House Patron; 5.1.9 Work effectively with others, to initiate strategies and to resolve conflicts; 5.1.10 Communicate effectively, orally and in writing with all the relevant stakeholders; 5.1.11 Ensure effective, professional communication with all House staff, students and parents; 5.1.12 Oversee and support House Mentor activities; 5.1.13 Promote and support the House charity and relevant service activities; 5.1.14 Liaise regularly with relevant Division Master regarding boarders in their House; 5.1.15 Liaise regularly with Heads of Faculty regarding academic progress of students in their House; 5.1.16 Liaise regularly with College Counsellors in relation to the wellbeing of students in the House.
5.2 Student Leadership	5.2.1 Encourage the development of Ignatian leadership characteristics in all students; 5.2.2 Support, nurture and develop the position of House Captain and other Student Leadership roles in the House, through active training, coaching and personal example; 5.2.3 Oversee the selection of House Captain and any such other positions of responsibility within the House; 5.2.4 Promote, organise and attend all inter-house competitions and activities, in conjunction with the House Captain, Vice-Captains and House Mentors; 5.2.5 Encourage participation and monitor of student involvement in College activities; 5.2.6 Contribute to the understanding and promotion of Student Leadership in an Ignatian context.
5.3 Student Pastoral Care	5.3.1 Liaise with teachers to request the provision of work for students who are absent; 5.3.2 Circulate and collate information for students' interviews or reviews with external agencies, directing preparation of reports and references; 5.3.3 Develop and maintain very high standards of behaviour and student management within the House by implementing the agreed College expectations concerning uniform, personal presentation, behaviour and attendance; 5.3.4 Provide pro-active leadership in contemporary practices in student wellbeing and behaviour management; 5.3.5 Promote, model and implement restorative practices when dealing with student behaviour and conflict situations; 5.3.6 Ensure that each student's academic progress is monitored regularly;

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	5.3.7 Address discipline issues related to individual students in the House; 5.3.8 Refer students to Counsellors as appropriate and as per Counsellor Protocols; 5.3.9 Maintain clear communication with students; 5.3.10 Facilitate the transition of new students into the House; 5.3.11 Allocate new students to House Mentors; 5.3.12 Promote and monitor student involvement in the Co-Curriculum program; 5.3.13 Ensure adequate supervision at all House or Mentor Group activities; 5.3.14 Complete a Year 12 Reference for each graduating student.
5.4 Student Religious Formation	5.4.1 Through the Deputy Principal Students, work closely with the Ignatian Centre in the formulation, implementation and evaluation of Retreats and Liturgies. 5.4.2 Encourage students who could benefit from further spiritual and community experiences such as Retreats and Immersions; 5.4.3 Incorporate open dialogue with students regarding their faith journey and spirituality as part of incidental conversations and formal Learning Conversations; 5.4.4 Oversee, monitor and follow up the students' Ignatian Service activities; 5.4.5 Organise service and outreach programs on the Feast of St Ignatius' Day.
5.5 Administration	5.5.1 Organise and conduct House Meetings / Assemblies according to the pattern established by the College Leadership Team; 5.5.2 Facilitate and organise student recognition awards with the House and at College assemblies; 5.5.3 Conduct regular Learning and Spiritual Conversations with students in the House, covering all aspects of their education and development; 5.5.4 Liaise with House Mentors in regard to the efficient conduct of Mentor Group meetings; 5.5.5 Organise and oversee Mini House Meetings, held weekly; 5.5.6 Organise and oversee House Meetings; 5.5.7 Maintain all appropriate records including students' individual files and records; 5.5.8 Maintain files confidentially and comply with all relevant policies and guidelines, including communications and child protection; 5.5.9 Compile and disseminate a detailed, evaluative report at least once a semester for each student which covers all aspects of their education; 5.5.10 Organise and oversee the annual House Mass and Supper and the House Dinner; 5.5.11 Ensure that student attendance is effectively checked according to College policy; 5.5.12 Oversee morning attendance check for students in the House and report to Student Office; 5.5.13 Monitor an accurate daily roll of all students in the House; 5.5.14 Maintain records of student absences and punctuality and inform parents / relevant staff; 5.5.15 Monitor and follow up on student attendance at compulsory student events; 5.5.16 Conduct enrolment interviews for prospective students as required; 5.5.17 Coordinate activities for the Indian Bazaar; 5.5.18 Ensure House area is properly used, kept tidy and cared for; 5.5.19 Report any damage to fabric or plant to the Maintenance Department; 5.5.20 Allocate lockers to students; 5.5.21 Ensure effective supervision of House area at College assemblies;

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	<p>5.5.22 Prepare and publish agenda for House Team Meetings;</p> <p>5.5.23 Chair House Team Meetings and ensure that follow up actions are carried out;</p> <p>5.5.24 Ensure there is a staff presence in the House office no later than 8:15 am in the morning;</p> <p>5.5.25 Be present in House Area at recess and lunch and have a visual presence during the school day;</p> <p>5.5.26 Oversee the issue and process of afternoon and Saturday penalties when appropriate;</p> <p>5.5.27 Communicate house activities / events to the College community through weekly Viewpoint publication;</p> <p>5.5.28 Implement effective ways to communicate regularly with parents;</p> <p>5.5.29 Be available to receive communication from parents and ensure a timely response;</p> <p>5.5.30 Manage the House budget and resources;</p> <p>5.5.31 Lead prayer at staff meetings / gatherings.</p>
<p>5.6 Teaching and Learning</p>	<p>5.6.1 Take an active and supportive role in the operation of the faculty in which s/he teaches;</p> <p>5.6.2 Provide professional leadership and expertise to support high quality teaching and learning and model outstanding professional practice;</p> <p>5.6.3 Provide support to students in all matters relating to teaching and learning, especially classroom management and behaviour;</p> <p>5.6.4 Set realistic expectations for students in relation to standards of achievement;</p> <p>5.6.5 Use data effectively to identify students who are underachieving in the House and create and implement effective plans of action to support those students;</p> <p>5.6.6 Monitor student progress across all subject areas and work closely with House Mentors to improve student application and achievement;</p> <p>5.6.7 Liaise with teachers, Learning Support staff and parents regarding the general progress of students in the classroom and assist in negotiating interventions / remediation strategies with relevant personnel;</p> <p>5.6.8 Be actively involved with subject selection procedures in association with the Deputy Principal Teaching and Learning and assist students and staff in this regard;</p> <p>5.6.9 Assist teachers and the College Leadership Team in the student academic review system and reporting procedures;</p> <p>5.6.10 Lead, monitor and evaluate the innovation and development of learning and teaching strategies for students within the House;</p> <p>5.6.11 Lead the focus on raising standards of student achievement within the House across all year groups and ability profiles;</p> <p>5.6.12 Engage regularly in professional learning which ensure ongoing improvement of personal teaching capacity.</p>
<p>5.7 Professional Responsibilities</p>	<p>5.7.1 Engage parents in the life of the House;</p> <p>5.7.2 Ensure that parental contact is acknowledged in a timely manner and ensure appropriate colleagues are informed and involved if necessary;</p> <p>5.7.3 Provide new parents with appropriate information about the House;</p> <p>5.7.4 Attend all House functions and maintain a high profile and interaction with parents;</p> <p>5.7.5 Keep the Deputy Principal Students, Dean of Pastoral Care, College Counsellors and House Mentors apprised on specific issues of concern relating to individual students;</p> <p>5.7.6 Ensure that students at risk are identified and relevant stakeholders are informed and involved;</p>

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	<p>5.7.7 Monitor the wellbeing of all students and apply appropriate measures to nurture their resilience;</p> <p>5.7.8 Maintain an appropriate and updated House Noticeboard or audio-visual screen;</p> <p>5.7.9 Maintain confidentiality at all times;</p> <p>5.7.10 Develop and maintain a strong understanding and facility with of Synergetic, the College Database;</p> <p>5.7.11 Attend and provide supervision where necessary at significant student events, including AAGPS Events (Head of the River, Track and Field Carnival and other sporting events), Riverview in Concert, OIU Careers Seminar and year specific events, including Retreats, Parent Information Evenings, Parent-Teacher interviews, Masses, Year 9 Challenge, Year 11 Semi-Formal, Year 10 Father-Son Mass, Arrupe Academy and others as specified by the Deputy Principal Students;</p> <p>5.7.12 Perform such other appropriate duties as may be required by the Principal or Deputy Principal Students from time to time.</p>
<p>5.8 Professional Learning</p>	<p>5.8.1 The Head of House will be expected to pursue their own professional learning and is expected to undertake internal (and external where required), regular Professional Learning in addition to their normal duties, as specified by the Deputy Principal Staff. The nature of this is ongoing and consistent.</p>

- 6. Length of tenure:** The Head of House is appointed on contract for a period of three years renewable on the completion of a successful Performance Appraisal for one further term.
- 7. Appraisal / Review conditions:** The appointee to this position will be required to undergo a yearly Professional Review with the Deputy Principal Students, and a comprehensive Performance Appraisal during the latter half of the penultimate year of the contract. The Performance Appraisal will be conducted at the request of the Principal by the Deputy Principal Students or by an appraisal panel chaired by a facilitator appointed by the Principal.
- 8. Teaching requirements:** The Head of House will carry a 0.6 fte teaching load.
- 9. Remuneration:** The Head of House will receive a Leadership Level 3 allowance in accordance with the terms and conditions of the *Independent Schools NSW Standards Model (Teachers) Multi-Enterprise Agreement 2011-2014*.
- 10. Selection Criteria:**
- Essential:**
- Post graduate or under graduate qualification in education;
 - Demonstrated outstanding competence as a classroom teacher in a preferred academic discipline;
 - Previous experience in a leadership position involving pastoral/academic care;
 - Demonstrated capacity to operate as both a team leader and a team player;
 - Effective interpersonal communication skills;
 - Demonstrated commitment to nurturing the development of healthy well-being in adolescent boys;
 - Capacity to lead within the concept of *cura personalis* in regard

to the College approach to pastoral care;

- Demonstrated commitment to the development of 'best practice' strategies in pastoral care and all aspects of College operations;
- Capacity to take a whole College perspective in decision making;
- Demonstrated ability to infuse the Catholic Ignatian ethos into programmes and practices throughout the House;
- Propensity to recognise and value the uniqueness of each individual within the House and College community;
- Commitment to one's own ongoing professional learning;
- Professional and personal integrity;
- Being flexible and open-minded;
- Being proactive and innovative.

Desirable:

- Experience in modelling critical analysis and problem solving skills;
- A professional background or specialised, higher qualification in educational leadership, developmental psychology or counselling.