



Title	House Leader
Classification	POL 3
Time Allowance	15 periods per 10 day cycle
Value Range	As per the MEA
Length of Appointment	3 Years

The House Leader is appointed by the Principal and is accountable to the Deputy Principal through the Assistant Principal Students (Y7-9) & Assistant Principal Students (Y10-12)

A Catholic Marist School is a center of learning, of life and of evangelising. This middle leader position drives a collaborative culture of quality student social, emotional and academic wellbeing and operational excellence, aligned with the College's Catholic ethos, Marist Spirituality and *Vision for Learning*. The House Leader is expected to support the vision and goals of the College as a learning community and to participate in their ongoing professional development and learning.

The House Leader will work closely with the members of the Executive team and teachers in the development and implementation of Student Wellbeing and Pastoral Care Programs.

## Polaris

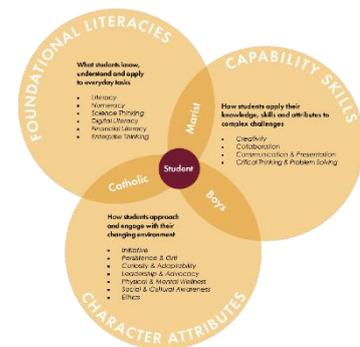
The Marcellin Difference, titled Polaris, recognises and develops the young men in our care as truly whole human beings – we aspire to cultivate a balance of foundational knowledge and literacies, character attributes and key capability skills (Figure 1) to navigate the world as compassionate Christians and ethical global citizens.

Polaris is about futureproofing and is our vision for faith, learning and life for a new world environment. Polaris aspires for each young man to foster the independence to exercise and develop:

- Autonomy, Competence and Relatedness
- Agency and advocacy
- Proactive goal setting and self-review
- Personal resilience and mental and physical wellness

Within a safe and nurturing environment, all young men are supported to develop their independence, self-awareness, character and the academic competence that they will need to meet the challenges of our constantly evolving world.

Figure 1 | Polaris Skills for Life-Long Learning



## Key Responsibilities

The House Leader is to provide a vision and leadership in the delivery of a holistic educational program of the stages of Polaris, consistent with the College's Strategic Improvement Plan.

### Catholic

The House Leader is responsible for actively promoting and modelling the Marist Charism and Catholic ethos of the College across this stage of schooling. In leading young men to encounter their faith, they are to ensure the provision for Religious Education and faith formation of students through active engagement with curriculum, service, liturgy, prayer and reflection. This involves:

- Acting as a faith leader for the College community, promoting gospel values and enlivening the Marist charism
- Working in partnership with the Assistant Principal (Mission) and students to enhance the faith dimension of the College through House liturgies, House Social Justice Initiatives and fundraising, participation in school masses and in being a leader of the Year 12 Retreat program
- Leading students in their spiritual journey, looking for ways to connect young people with their faith

### Care

The House Leader works within all aspects of the Polaris framework. The leadership of the development of programs and policies within Character Attributes is the main responsibility of the House Leader. The House Leader works in partnership with the Assistant Principals - Students x2, the Student Counsellors, the other House Leaders, the Learning Mentors, the Social Emotional Learning Leader and the Transition Coordinator: This involves:

- Being an active member of the College's Pastoral Care Team and supporting the development of each student's potential in a safe, encouraging and caring learning environment by continually seeking opportunities to improve policies and practices.
- Providing an opportunity for, and monitoring the social, emotional, physical, cultural, academic and spiritual development of students in the House
- Working creatively and collaboratively to foster a positive House culture and sense of connection across all areas of the school, including regularly evaluating pastoral care initiatives and policies to ensure this works at an optimal level
- Working in partnership with the Assistant Principal (students) x 2 with the development and implementation of the Child Protection and Safety Policies, Pastoral Care Policies, Student Wellbeing Program, Orientation Program and pastoral system of the College,

- Ensuring students' individual wellbeing needs, including health, are communicated and monitored by the Pastoral Leaders and subject teachers
- To implement and monitor all College student wellbeing, restorative practices and pastoral care policies and procedures
  - Attend to student management issues, facilitating student mediations as required
  - Support the use of Peer Mediators in resolving student conflict
  - In collaboration with other House Leaders, support the Thursday Detention schedule by overseeing attendance on a rotational basis
  - To contact or arrange interviews with parents and teachers and drawing up Student Management Plans where it is deemed necessary
  - To participate in student reinstatement meetings following internal and external suspensions
- To support the Assistant Principal Students (Y7-9) & Assistant Principal Students (Y10-12) in the implementation, monitoring and evaluation of individual Case Management programs and liaising with external agencies when appropriate
- To assist with student entry and exit arrangements in cooperation with relevant Assistant Principal (Students) x 2
  - To support new students' induction into the life of their House and College (including transition program at Year 7 level)
- To actively promote and develop student leadership within House
  - Work collaboratively with House Captains & House SRC to manage and promote House activities
  - Arrange regular fortnightly meetings with House Captains & House SRC
  - Provide opportunities for leadership growth and House engagement for all students
- To maintain all student files and records, including late and absence data in accordance with College policies
- To oversee the reinforcement and appropriate follow up for:
  - correct and proper behaviour of students;
  - the correct wearing of the College uniform;
  - lateness and absenteeism of students; and
  - the daily movement of students
- To monitor and coordinate House activities (e.g. Awards Assemblies, House Liturgies, House Graduations, House Social Justice Focus, House Social Justice Organisation) and to support other co-curricular activities involving their House members such as House Social Justice excursions, retreats, Outdoor Education Activities and Camps, work experience visits, etc
- In partnership with the Assistant Principal (Students) x 2 and Social Emotional Learning Leader oversee and implement appropriate arrangements for the College's Mass/Study and Student Wellbeing programs

## Connection

The House Leader works with the Assistant Principals - Students x2, the Heads of Learning and Learning to assist in the following areas:

- To actively support the Heads of Learning x 2 with the implementation of the College's Student Learning Progression policy
- Provide the Assistant Principal (Students) x 2 the necessary information that may impact upon Student Promotion
- To support the College's Colours Program (Academic, Achievement & Participation) and student awards programs
- To provide support for staff, promoting their involvement in classroom management/pastoral care issues and challenging and monitoring staff in their professional responsibilities with students
- To be an active participant in PSG meetings as required, dependent upon level of support
- To support the implementation of VCE/VCAL policies and procedures or Years 7–10 assessment arrangements
- To advise on and assist with subject selection, course advice, learning intervention meetings and learning mentor initiatives
- Maintain personal and professional learning to ensure best practice in the area of student learning and wellbeing

## Culture

The House Leader plays a significant role in leading staff and student learning at the College. They are an active member of the Pastoral Care Team and will work on projects and staff training throughout the year around a number of key areas of the Care responsibilities. They actively assist in building the capacity of staff to enable tailored teaching for maximum impact on student growth, wellbeing and achievement.

- To promote and adhere to all College policies and procedures
- To meet regularly with the House Pastoral Leaders and House Support Staff, acting as mentor where required
- To meet regularly with the Assistant Principals Students x2 to ensure there is collaboration and clear communication regarding student wellbeing and pastoral care
- To prepare Agendas and record Minutes for all meetings associated with the role with copies to the Deputy Principal and Assistant Principal Students (Y7-9) & Assistant Principal Students (Y10-12)
- To develop and administer staff professional development inline with the College and Pastoral Care team goals

## Community

The Learning Leader is responsible for contributing to the broader educational community. They liaise with outside bodies on matters relating to wellbeing development and policy. The House Leader represents the College and the teaching profession in the community and is encouraged to present at key educational events and conferences. They are professional, ethical and respected individuals inside and outside the school.

- To work in partnership with the Assistant Principal Students (Y7-9) & Assistant Principal Students (Y10-12) and other House Leaders with the presentation of an annual House Graduation ceremony
- Support the Assistant Principal Students (Y10-12) in the supervision of the College's key Year 12 events, including the Formal and Valedictory evenings, and end of year celebrations
- Support the Assistant Principal Students (Y7-9) with transition and orientation programs in welcoming new students to the College
- To conduct regular House meetings/assemblies that promotes student engagement and achievement, liaising with external guest presenters as appropriate

- Ensure student safety by actively supervising students on school mornings whilst at Heidelberg station, and as required in other areas of the local community, both before and after school
- To assist the College Registrar with providing student guides for the fortnightly College tours
- To administer/respond to outside agencies, e.g. Rotary Club, ANZAC ceremony, scholarships in the promotion of students and celebration of their achievements
- To maintain connections with Old Collegians and invite their participation in social justice and House activities

## Organisational Relationships

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### *Internal*

- Principal
- Deputy Principal
- Business Manager
- AP (Mission)
- AP (Staff & Strategy)
- AP (Students) x 2
- Head of Learning (7-9)
- Head of Learning (10-12)

- Learning Support Leaders x 2
- Social & Emotional Learning Leader
- All Learning Leaders
- Human Resource Manager
- All Staff

### *External*

- Marist Schools Australia
- Professional Associations and Networks
- Catholic Education Melbourne
- Australian Catholic University & other educational bodies
- Facilitators/Training and Development Providers
- CEM Secondary Schools Wellbeing Network
- Positive Psychology Institute

## Child Safety

Marcellin College is committed to the safety and wellbeing of our students. The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection program across the entire College community.

All staff at Marcellin College take an active role, and are well informed of their obligations, in relation to Child Safety under Ministerial Order No. 870 "Child Safe Standards – managing the risk of child abuse in schools". Employment at Marcellin College is subject to school policies including the Child Safety and Protection Policy, Child Safety Code of Conduct and Mandatory Reporting Policy, being read, understood and adhered to by being proactive in reporting any concerns or identified risk. Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.

**The position also requires a commitment to ongoing professional learning and includes other duties as outlined from time-to-time by the Deputy Principal and the Principal.**

## CRITERIA

Applicants should be able to demonstrate:

### Essential

- A commitment to the Catholic ethos and Marist Spirituality
- A commitment to Child Safety and experience in creating a child safe culture
- A clear vision for the development of a boys' learning environment focused on creating compassionate, engaged and resilient global citizens
- A strong understanding of positive education, growth mindset and social emotional learning
- Highly developed interpersonal skills and the ability to relate to and engage with people at all levels of an organisation through collaboration and clear communication
- Highly developed educational leadership and organisational skills with success in leading teams through innovation, development and change

### Highly Desirable

- Highly developed written and verbal communication skills, including presentation skills and sound administrative skills
- Ability to be discrete and maintain confidentiality
- Proven success as an outstanding classroom teacher
- Relevant post graduate qualifications

The position is employed in accordance with the terms and conditions of the Victorian Catholic Schools and Catholic Education Offices Multi-Employers Agreement which includes being available to the Deputy Principal during specified periods leading up to the commencement of school and after school finishes.

The position will from time-to-time require attendance outside normal hours. The successful applicant will be required to undergo a Criminal Record Check.

The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. The position requires the completion of an Annual Review Meeting.

All employees at Marcellin College are to follow college policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.

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- Highly developed written and verbal communication skills, including presentation skills and sound administrative skills
- Ability to be discrete and maintain confidentiality
- Proven success as an excellent classroom teacher
- Relevant post graduate qualifications

The position is employed in accordance with the terms and conditions of the Victorian Catholic Schools and Catholic Education Commission Multi-Enterprise Agreement which includes being available to the Deputy Principal during specified periods leading up to the commencement of school and after school finishes.

The position will from time-to-time require attendance outside normal hours from which time in lieu will be considered. The successful applicant will be required to undergo a Criminal Record Check and Working With Children Check.

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