



St Margaret's Berwick Grammar

VIRTUTE ET LABORE

St Margaret's Berwick Grammar

Position Description

Title:	Head of House
Reports to:	
Tenure:	3 years (with an annual review)
Allowance:	Level 4 and approximately 0.4 time allowance

This organisation has zero tolerance for child abuse.

This organisation promotes the safety, wellbeing, and inclusion of all children, including those with a disability.

This organisation promotes the safety and wellbeing of children from culturally and/or linguistically diverse backgrounds and encourages applications from people from culturally and/or linguistically diverse background.

All potential employees will be required to comply with the School's Child Safe Policy, Child Safety Code of Conduct and Child Protection, Mandatory Reporting and Reportable Conduct Policy.

The Head of House is responsible for leading and implementing the School's Strategic Plan and ensuring that the relationships within the School are consistent with the ethos of St Margaret's Berwick Grammar.

An element of the role is to inform future directions of the School in relation to innovative programs and operations that reflect the School's role as a leader in education, with a focus on the 4 A's and 4 F's. This role also has a key responsibility for developing a positive culture of Courage, Curiosity, Character and Respect in our community.

The Australian Professional Standards for Teachers make explicit the elements of high quality teaching and learning and, along with the Australian Charter for the Professional Learning of Teachers and School Leaders, and the Australian Teacher Performance and Development Framework work to promote the learning and development of Australia's teachers. It is, therefore, the implicit reason why the role, responsibility and accountability of the Head of House is focused on these standards at the LEAD level <https://www.aitsl.edu.au/teach/standards>.

Primary Purpose

A Head of House is directly accountable to the Vice Principals, Deputy Head of Senior School (Students and Operations) and the Head of Students and is entrusted with the overall responsibility for the safety and wellbeing of the St Margaret's Berwick Grammar students in that House and family liaison as the students move through the School.

Focus: Student safety, behaviour, wellbeing and family communication.

Position in context

The Head of House assists and supports the Head of Students in all aspects of school leadership including:

- Setting high standards of behaviour, appearance and attendance, encouraging active social, academic and intellectual engagement and promotion of a strong student voice.
- The safety, conduct and wellbeing of students.
- The performance of Mentors in their House.
- Developing close links with the Junior School to devise effective transition programs so students arrive in Senior School well prepared and with pre-existing relationships.
- Assisting in the establishment of a culture of excellence and achievement.
- Manage the administration of the House.
- Developing and maintaining positive partnerships with students, families/carers and all those associated with the wider school community.
- Assisting with the induction of new staff and students.
- Being responsible for student behavioural management, along with the Head of Students and Vice Principals.

Roles, Responsibilities and Accountabilities

- Maintaining an overview of the delivery of the safety and wellbeing curriculum and the delivery of the Positive Humanity curriculum and where relevant.
- Running regular House meetings and relevant assemblies in conjunction with other Heads of House.
- Drafting, coordinating and disseminating information to parents regarding House mentor activities and individual student matters.
- Be prepared to take responsibility for certain social activities in Senior School in agreement with the other Heads of House e.g., Year 10 Deb Ball, House Athletics, House Swimming, TAD etc.
- Liaising with the Head of Students and School Psychologists to ascertain referrals to appropriate support personnel.
- Liaising with the Learning Leaders to support the academic progress of the students as well as their wellbeing.
- Discussing student academic progress, safety, social and emotional wellbeing, behaviour, management and disciplinary matters with parents and teachers as appropriate
- Ensure information regarding all relevant initiatives, House and co-curricular activities is effectively collated, stored and disseminated to students and families.

Marketing

Heads of House serve as ambassadors and marketers for the School. They are responsible for promoting the opportunities afforded to students.

Skills, experience and key competencies

- Commitment to the School's philosophy, values, policies and procedures with particular focus on the School's Child Safe Policy, Child Safety Code of Conduct, and Child Protection, Mandatory Reporting and Reportable Conduct Policy.
- Providing inspirational leadership to the staff and students.
- A professional attitude, dedication and commitment to the conduct and completion of duties and responsibilities of the position.
- Demonstrate excellent interpersonal skills to enable effective communication at all levels.
- Demonstrated ability to work in an honest, open, creative and flexible manner that contributes positively to the effectiveness of the Campus Leadership Team.
- Ability to balance short term priorities with longer term plans and requirements.
- Ability to respond appropriately under times of great demand.
- Demonstrated ability to develop excellent relationships and liaise professionally with staff, students and parents/carers.
- Demonstrated experience in dealing appropriately with highly confidential and sensitive information.
- The ability to build positive and enduring rapport with people and display enthusiasm and desire to positively promote the School and its students, parents, staff, achievements and programs.
- Ensure all information regarding students and families in their House is current.
- Liaise with the Vice Principal, Director of Engagement, Head of Junior, Head of Senior Students in preparation for orientation and transition programs.
- Ensure the smooth transition of students into Year 7.
- Coordinate student mentor programs.
- Liaise with the Heads of Students and Directors of Tours Camps and Exchanges in preparation for the Outdoor Education Camps in Year 7, 8 and 9 and other experiential activities.
- Liaise with the Heads of Senior Students in preparation for special events including the Presentation Ball (in conjunction with the Presentation Ball Committee) and Year 12 Formal.
- Liaise with the Heads of Senior Students to articulate student Leadership Programs, Career Programs and Study Skills Programs including the Year 10 Conference, Year 11 and Year 12 Leadership Camps.
- Support the teacher in charge of service learning to organise House service learning events.
- Assist in overseeing the election of Year 12 student leadership positions (Term 3).
- Request, organise staffing and check bookings for Meet the Mentor parent information sessions.
- Support in the dissemination of information to safety and wellbeing staff, students and parents.
- Help review, update and distribute school policy documents related to Year 12 and other students
- In conjunction with wellbeing staff, assist in the writing and proofreading of testimonials.

Other duties from time-to-time as may be required by the Principal.