



House Leader

Reports To:	Director of Students – Senior School; Deputy Principal Student Engagement and Wellbeing		
Collaborates with:	Counselling Team; Learning Diversity Team; Youth Liaison; Family Partnerships; Sport and Co-curricular Leader		
Time Allowance:	17 periods	POL:	3
Role Tenure:	3 years	Year of Review:	2025
ROLE DESCRIPTION			
<p>The House Leader upon appointment, agrees to share in the Principal’s leadership and represent the Principal in discharging the duties as outlined below. The House Leader is responsible for the implementation of the College Vision and Mission, College policies and the planning, organisation and efficient running of the College, in particular, is responsible for all matters directly related to the Senior School (Years 10-12) within the College.</p>			
FAITH COMMUNITY			
<p>All Positions at Thomas Carr College are appointed by the Principal and are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by our founder Archbishop Thomas Carr. Each Thomas Carr College staff member is expected to be committed to the core values of the College:</p> <ul style="list-style-type: none"> • Model the Catholic ethos and education philosophy of the school • Initiate, develop and implement strategies to promote the Catholic identity of the school in the area of responsibility and in the broader community • Work to create a culture of service focusing on the College Mission, engaging in all faith-based events and professional learning. 			
RESPONSIBILITIES			
<p>The responsibilities and time allowance outlined above may be subject to variation from time-to-time as the administrative arrangements for the College unfold.</p>			
1. Leading and Creating a Culture of Excellence across the Senior School	<p>To provide leadership and support for all staff and students within the Senior School for the nurturing of a positive, safe and respectful teaching and learning environment across the year levels.</p> <p>Achieving this includes:</p> <ul style="list-style-type: none"> • Ensuring that the learning and teaching environment is student-centred, calm, flexible and based on respectful and authentic relationships. • Together with the relevant Director of Students, supporting students to flourish through individual case-management of their performance and, where necessary, appropriate interventions. • Modelling the belief that parents, students and the College act as partners to support ongoing improvement. • Supporting the relevant Director of Students with entry and exit interviews and the enrolment procedures inherent in these, as well as meetings with families to discuss student needs and progress. • Supporting the orderly transition of new and returning students to their year levels. • Leading and supporting other leaders in promoting student voice and empowerment across College life. • Supporting the Director of Students to prepare and, if necessary, review Pastoral and Learning Mentor (PaLM) lists • Building a strong sense of team with the PaLMs within and across the House to nurture the relationship between student and their PaLMs – refer to the relevant role description for PaLMs. 		



2. Leadership and Support of Pastoral Care in Senior School and Setting Exemplary Standards	<p>To work with College Leadership to identify and maintain exemplary standards for Pastoral and Learning Mentors (PaLMs) and subject teachers in their responsibilities to students, staff and parents/caregivers.</p> <p>Achieving this includes:</p> <ul style="list-style-type: none">• Modelling respectful relationships in dealings with students, staff, parents and outside agencies.• Working with staff to identify and implement strategies and activities that promote cohesion across the House and Senior School.• Providing support for staff in their responsibilities for holding students to account with respect to school rules, uniform, punctuality to class, etc.• Leading House meetings and briefings for staff, students and House Captains.• Leading allocated specific year group meetings as part of the Senior School Leadership Team• Ensuring that parents and families are fully informed about the Senior School and specific year level activities and priorities.• Facilitating clear and consistent communication with parents and families through appropriate and timely correspondence and meetings• Supervising allocated detentions and suspensions as required• Coaching and building staff capacity by actively participating in the College Coaching Program.
3. Leadership and Support of Student Wellbeing	<p>With the College's Wellbeing Team, Learning Diversity Team and the Senior School Leadership Team to have particular responsibility for students at risk.</p> <p>This responsibility includes:</p> <ul style="list-style-type: none">• With other senior leaders supporting all interventions for students at risk – academically, physically or broadly in their personal wellbeing.• Liaising with the College's Counselling Team, Learning Diversity Team and the Senior School Leadership Team to coordinate support for individual students.• Supporting the Deputy Principal Student Engagement and Wellbeing with student support meetings where necessary.• Maintaining an understanding of contemporary responses to students and families at risk.• Identifying and facilitating support for students and families at risk through external and community agencies.• Maintaining clear and consistent records of communications with students, staff and parents• Conducting meetings with parents, students and staff as required.
4. Manage House Activities (Years 7-12)	<p>To effectively lead and manage the House and Year Level co-curricular activities throughout the year.</p> <p>This responsibility includes:</p> <ul style="list-style-type: none">• Supporting staff in the organisation and running of all Year Level activities and Senior School excursions and camps.• Leading House and Year 10-12 Level assemblies (as appropriate).• Supporting the resourcing of Pastoral Care lessons by PaLM teachers and other staff• Setting and managing the House budget.• Assisting with enrolment interviews for incoming students.



	<ul style="list-style-type: none">• Assist with the organisation of examinations and testing regimes at the year level.• Build student voice and leadership capacity across Senior School• Work with SRC Representatives and assist with the coordination of elections and meetings.• Develop student capacity to lead House meetings for students in Years 7-12 as applicable in collaboration with Head of Sport and Co-curricular Programs and House Captains.
5. Child Safety	<ul style="list-style-type: none">• Be responsible for applying the College's Child Safety Policy and procedures including being compliant with the Child Safety Code of Conduct.• Be proactive in reporting any concerns or identified risk, always monitor and support student wellbeing in a manner which reflects school values.
6. Other	<ul style="list-style-type: none">• Be aware of and fully apply all the College Occupational Health & Safety Policies and Procedures in the workplace daily.• Other duties as required by the Principal.
Team Membership	<ul style="list-style-type: none">• Wellbeing Team.• Pastoral and Learning Mentor Teams.• Senior School Leadership Team comprised of 4 House Leaders, Director of Students Senior School, Head of Sport and Co-curricular Program and Head of Learning and Teaching (Senior School).
KEY SELECTION CRITERIA	
<ol style="list-style-type: none">1. Demonstrates a strong understanding of, and commitment, to Catholic education.2. Demonstrates an understanding and acceptance of the Thomas Carr College Mission Statement and the values that underpin it.3. Demonstrated passion, energy, optimism, the ability to make things happen, and a genuine interest in and commitment to serving students and parents.4. Demonstrated ability to work in a collaborative environment skilled at developing sustained relationships with staff students and parents.5. Demonstrated ability to develop and lead a learning environment that enables the pursuit of excellence, including planning, implementation and evaluation.6. Be a visible leader.	
QUALIFICATIONS	
<ul style="list-style-type: none">• VIT Registration.• CECV Accreditation to Teach in a Catholic School (or working towards).• Appropriate tertiary qualifications, with further study an advantage.	