

Position Description

Role of the House Coordinator

1.0 Leadership Role

The House Coordinator is a key leadership role in leading the pastoral care of students and monitoring their academic progress. The House Coordinator is a member of the Pastoral Care Team. The House Coordinator reports to the Middle or Senior School Pastoral Coordinator and the Deputy Principal Wellbeing.

The House Coordinator is required to be familiar with and comply with the College's Child Safety Policy and the Code of Conduct. The House Coordinator will provide students with a child-safe environment, which will proactively monitor and support student wellbeing and exercise pastoral care in a manner which reflects school values.

As a leader in the College, the House Coordinator exercises a shared responsibility to ensure that the mission of the Catholic Church is brought to life in the College. The leadership role is predicated on the belief that to be effective the House Coordinator's work will be informed by a vision of Catholic education that is Gospel-based people-centred, inclusive and holistic. The House Coordinator gives witness to gospel values in all aspects of their work and encourages and supports staff to do likewise.

2.0 Areas of Responsibility

The specific responsibilities of the House Coordinator are:

- 2.1 Leadership
- 2.2 Implementation of Pastoral Care Policy and Code of Conduct
- 2.3 Pastoral Care
- 2.4 Management
- 2.5 Staff Supervision
- 2.6 Special House and Year Level Events
- 2.7 Other duties as directed.

3.0 Specific Tasks

3.1 Leadership

The House Coordinator

- Models, inspires and supports staff and students with a clear focus on continually improving student learning and wellbeing outcomes
- Fosters and promotes reflective practice, professional dialogue and a collaborative approach with staff
- Supports teams and individuals to embrace continual improvement and innovation
- Supports College Leadership including implementing College strategic and annual goals.

3.2 Implementation of Pastoral Care Policy and Code of Conduct

The House Coordinator

- Supports classroom teachers with ongoing discipline/pastoral care issues.
- Ensures school policies are being adhered to by students.
- Assists the Middle School/Senior School Pastoral Coordinator with student re-entry meetings after student removal from class.
- Issues consequences for breaches of the Pastoral Care Policy and Code of Conduct
- Works with Pastoral teachers and parents to address challenging student patterns of behaviour.
- Develops and works in an ongoing capacity to manage appropriate use of devices in the classroom, as per the e-learning policy.

3.3 Pastoral Care

The House Coordinator

- Is a daily presence in those areas of the college under their care
- Liaises with the Middle School/Senior School Pastoral Coordinator, Student Wellbeing Coordinator, Deputy Principal Wellbeing and Pastoral Care Teachers with regard to students' welfare concerns.
- Attend fortnightly Student At Risk (STAR) meetings with Student Wellbeing Coordinator, Middle School/Senior School Pastoral Coordinator and Head of Stewart Centre.
- Provides assistance to relevant staff and implement strategies to resolve ongoing student welfare concerns.

- Refers ongoing welfare concerns to the appropriate agencies.
- Provides staff with information relevant to the education and welfare of students experiencing difficulties.
- Liaises with the Middle School/Senior School Pastoral Coordinator in the formulation and review of ongoing pastoral programs, including the organisation of Community Service programs.
- Monitors student academic progress; meet with parents of students who are at academic risk.
- Attends PSG meetings (when required) with parent/s, PCT and Head of Stewart Centre.
- Monitors and follows up student absences from classes and school.
- Liaises (with pastoral teachers) between a student's teachers staff and parents as necessary.
- Replaces Pastoral Teachers when required.
- Participates in the transition program for students entering the College the following year.
- Attends Transition Information Evenings.
- Liaises with Pathway coordinators, VET, VCE, VCAL to advise and organise appropriate educational pathways for students.

3.4 Management

The House Coordinator

- Manages procedures to monitor and modify student behaviour.
- Regularly updates SIMON regarding student, staff and parent correspondence, meetings and incidents.
- Convenes student House Leaders meetings and promote the development of Student House Leadership.
- Chairs House Assemblies.
- Facilitates house liturgies and morning chapel sessions. HCs and PCTs to receive support from the Faith and Spirituality Co-ordinator in the preparation and leading of House Liturgy and prayer.
- Organises the involvement of students in House-based activities

3.5 Staff Supervision

The House Coordinator

- Promotes Pastoral Team performance through collaboration and affirmation.
- Mentors Staff experiencing difficulties.
- Chairs weekly team meetings.
- Assists with the induction of new staff.

3.6 Special House and Year Level Events

The House Coordinator

- Assists the Middle School/Senior School Pastoral Coordinator with the organisation of specific College activities including but not limited to camps, retreats and activity programs.
- Attends and present awards at Awards night as required.
- Attends specific school events (Senior HCs to attend Year 12 Valedictory Dinner, Year 11 Presentation Ball and Year 10 Formal.)

Level of responsibility: POL2

Time allowance: 0.25 FTE (12 / 48 periods a cycle)

