



Assistant Head of House

POSITION OF RESPONSIBILITY POSITION DESCRIPTION

POSITION OF RESPONSIBILITY	Assistant Head of House
REPORTS TO	Head of House
EMPLOYMENT TYPE	3 year fixed term position of responsibility in addition to underlying teaching role
ALLOWANCE	2.785% allowance, equivalent to \$3,400.35 pa (July 2025)

PURPOSE OF POSITION

The Assistant Head of House plays a crucial role in ensuring the overall social, emotional, and moral well-being of students allocated to their house within the school community. This position will assist the Head of House in providing guidance, support, and mentorship to students, fostering a positive house environment, and assisting the Head of House in overseeing the daily operations of the house.

KEY DUTIES AND RESPONSIBILITIES

- The Head of House will be responsible for the oversight of the wellbeing of the students within their House and achieving the following outcomes:
- Build and maintain strong relationships with students allocated to the house.
- Provide emotional and social support to students, actively addressing their individual needs and concerns.
- Promote a safe and inclusive environment that respects diversity and values each student's unique qualities.
- Serve as a role model for students by demonstrating ethical behaviour and values.
- Encourage and facilitate discussions on moral and ethical issues, helping students develop their own moral compass.
- Participate in and assist the Head of House and students in organising house events, activities, and programs that promote a sense of belonging and camaraderie among house members.
- Collaborate with other house staff to create a positive and inclusive house culture.
- Report serious incidents to appropriate authorities when necessary.
- Encourage and motivate students to excel academically.
- Maintain open and effective communication with students, parents, and school administration regarding house-related matters.
- Keep records of student interactions and relevant information.

From time to time the Assistant Head of House will be required to undertake official duties as directed by the Head of House, Head of Student Engagement, Head of Senior School or Principal.

KEY SELECTION CRITERIA / ESSENTIAL QUALIFICATIONS / SKILLS

- Strong interpersonal and communication skills.
- Empathy, patience, and a genuine concern for the well-being of students.



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- Ability to work collaboratively with a diverse group of students, parents, and colleagues.
- Knowledge of ethical and moral development in adolescents.
- Conflict resolution skills.
- Commitment to maintaining confidentiality and ethical standards.
- A passion for fostering a positive school culture and student growth.
- Commitment to co-curricular activities.

DUTIES OUTSIDE SCHOOL HOURS

- Participate in the School's Co-Curriculum program, approximately 2 hours per week for a full-time staff member.
- Attend School staff meetings, departmental meetings and other meetings, as scheduled.
- Be available for, and participate in, Parent/Teacher interviews.
- Participate in Speech Night, information nights, open days and other designated significant School activities.
- Attend School Outdoor Education camps or other curriculum camps, if required.
- Undertake professional development sessions.

PROFESSIONAL LEARNING

Teachers are required to:

- Participate in Professional Development so as to increase professional knowledge, strengthen teaching effectiveness and improve outcomes for students.
- Support school-wide professional learning through the sharing of professional knowledge and practices with colleagues.
- Participate in a cyclical appraisal process to improve knowledge and practice.

OTHER GENERAL DUTIES

Teachers are required to:

- Attend promptly and actively supervise students whilst on yard duty and during other activities.
- Cover classes for colleagues as is reasonably required and in accordance with the extra period roster.
- Consult with the Heads of Department and the Heads of House, when necessary.
- Punctually attend timetabled lessons, meetings, and timetabled activities.
- Carry out the administrative requirements of the school.
- Other duties, as variously required by the Principal.
- Participation in House and Sporting events.

KEY ATTRIBUTES

Strong communication skills: Effectively communicate with students, parents and colleagues, fostering a collaborative and supportive environment.

Organisational skills: Maintain detailed records of student progress and interactions, ensuring timely and accurate reporting.

Resilience and patience: Handle challenges with resilience and patience, maintaining a positive and solution-focused approach.



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KNOWLEDGE AND SKILL REQUIREMENTS

1. Teaching qualifications and registration with VIT (as per teaching position).
2. Communication and relationship management skills to consult with, advise and advocate on behalf of students with teaching and/or support staff.
3. Excellent communication and relationship management skills to develop open, trusting and effective relationships with students and their parents/guardians.

In addition, you will have the responsibilities of a Senior School Teacher as outlined in the [Senior School Teacher Position Description](#) (available on the Human Resources page of ASTRA).

SIGNATURE PANEL

Time Release / Allowance:

Period of Position of Responsibility: 12th January 2026 to 12th January 2029

By signing below, I acknowledge that I have read and understood the responsibilities, duties, and expectations outlined in this position description. I agree to fulfill the requirements of this role to the best of my abilities and adhere to the school's policies and procedures.

Name

Signature

Date

Principal Dr. Emma O'Rielly

Signature

Date

This position description may be subject to review and adjustment in response to the evolving needs of the school and as part of the performance appraisal process.