

POSITION DESCRIPTION



The Cathedral School
of St Anne & St James
T O W N S V I L L E

ROLE TITLE:	Senior School Head of House
REPORTS TO:	Luke Baills (Principal) Simon Midson (Deputy Principal – Head of Senior School)
INDUSTRIAL AGREEMENT:	The Queensland Anglican Schools Enterprise Agreement
CLASSIFICATION:	Teacher – Promotional position
APPLICATION CLOSING DATE:	Applications will be reviewed as they are received. The School reserves the right to appoint prior to the closing date.

The Cathedral School of St Anne & St James is seeking an outstanding educator and leader to join our Senior School as a Head of House. This influential pastoral leadership position plays a vital role in ensuring every student is known, supported, challenged, and encouraged to thrive academically, socially, and personally. Working closely with students, families, and staff, the Head of House leads the development of a strong and connected House community while overseeing the wellbeing and progress of students within their care.

As a key member of the Senior School leadership team, the successful applicant will provide guidance and support to students and Tutor Teachers, foster positive relationships with families, and lead programs that promote belonging, character development, leadership, and student wellbeing. This is an exciting opportunity for an experienced educator who is passionate about pastoral care, building community, and helping young people flourish. A teaching load is associated with the position.

Inquisitive Minds. Kind Hearts. Purposeful Futures. Join a leading Anglican co-educational day and boarding school where you can make a meaningful difference in the lives of students while helping shape a supportive, vibrant, and connected school community.

ORGANISATIONAL ENVIRONMENT:

The Cathedral School is an Anglican co-educational school of approximately 1200 students from six weeks old to Year 12 including 170 boarding students from Years 7 to 12.

PURPOSE AND MISSION:

Inquisitive minds. Kind hearts. Purposeful futures.

We strive to create a community where every student is supported and empowered to reach their potential, developing the confidence, curiosity, and agency to shape their own learning within a caring and connected environment. Students are encouraged to grow not only as individuals but as engaged, connected, and responsible citizens who contribute to a shared purpose and the common good. We invite them to meet challenges in the way our founders intended – with love, courage, determination, service, and faith in God.

In this way, we nurture *inquisitive minds* to think deeply, *kind hearts* to act compassionately, and *purposeful futures* to be lived with meaning, hope, and resilience, honouring the vision that has united our Cathedral community for more than a century.

VISION:

Futures shaped by purpose, passion, and character.

We will achieve our vision of shaping futures by:

- Nurturing purpose, so that every member of our community knows who they are, what they value, and how they want to contribute:
- Embracing passion, so that lives are enriched with growth, balance, and joy:
- Developing character, through living the Gospel and building Christian community:

Our vision and mission bring together what we want all members of The Cathedral School community to know, love, and become.

ORGANISATIONAL EXPECTATIONS:

All employees are expected to conduct themselves professionally, ethically and responsibly in a manner that upholds the ethos and reputation of the School. Employees must treat students, families, colleagues, contractors, volunteers and the wider school community with courtesy, fairness and respect, and contribute to a safe, inclusive and child-safe environment.

Employees must comply with the School's policies, procedures, lawful and reasonable directions and organisational practices, including the Staff Code of Conduct – Student Safety and Wellbeing, Student Safety and Wellbeing Manual, Dress Code, Work Health and Safety requirements, privacy and confidentiality obligations, and mandatory training relevant to their role.

Employees must perform their duties to the best of their ability, be accountable for their conduct, decisions and performance, act honestly and in good faith, work collaboratively, and contribute positively to the School community.

The Cathedral School is committed to the safety, welfare and wellbeing of children and students. Employees must promote and protect student safety, maintain appropriate professional boundaries, exercise duty of care and supervision, and promptly report concerns, allegations, disclosures, risks or breaches in accordance with school procedures and applicable legal requirements.

Employees must complete annual induction and mandatory training, follow school procedures, take reasonable steps to prevent foreseeable risk of harm, and escalate concerns where a student's safety, welfare or wellbeing may be at risk.

As a condition of employment, employees must hold and maintain all qualifications, registrations, suitability clearances and authorities required for their role, including, where applicable, Queensland College of Teachers registration, a current Suitability Notice (Blue Card), National Police History Check, First Aid and CPR certification. Proof of qualifications will be required prior to commencement.

Employees must ensure they are fit for duty, take reasonable care for their own health and safety and the health and safety of others, and comply with work health and safety legislation, risk management processes and incident reporting requirements.

Confidential, personal and sensitive information obtained through employment must only be accessed, used, stored or shared for legitimate school-related purposes. Employees must not disclose information to unauthorised persons or use it for personal advantage, to benefit another person, or in a way that may cause harm or detriment to any person, body or the School.

Employees must communicate professionally, respectfully, accurately and in a timely manner, use approved school systems and processes where required, and maintain appropriate confidentiality in all dealings with students, families, colleagues and external parties.

Employees may be required to undertake duties outside their usual role or specialism, provided those duties are lawful, reasonable and within their skills, competency and capability. This position description is a guide only and is not intended to be an exhaustive list of duties.

HEAD OF HOUSE EXPECTATIONS:

The Cathedral School is guided by the Queensland College of Teachers Code of Ethics and the AITSL *Professional Standards for Middle Leaders*.

Working at this level, Senior School Heads of House at The Cathedral School are responsible for ensuring the well-being of each student in their House, providing care and support consistent with the mission, aims, and strategic direction of the School.

PRIMARY ROLE PURPOSE:

The Senior School Head of House is a promotional position appointment. The primary purpose of this position is to support the pastoral and academic progress of all students within the House, and to build a strong, connected House community for students, staff, and families.

The position of Senior School Head of House is responsible for:

- Ensuring the well-being of each Senior School student within their House, fostering a supportive and caring environment.
- Leading the development and delivery of a comprehensive House program across the Middle and Senior Schools, encouraging participation and growth.
- Building and nurturing a strong House community and acting as the primary point of contact and communication link for House families.
- Overseeing the efficient administration of the House, ensuring smooth operations and effective communication.
- Supporting, guiding, and building the capacity of Tutor Teachers to maintain good order, discipline, student progress, and to foster a strong House spirit.
- Creating a safe, positive, professional, and collegial environment where students are known, cared for, and supported in their learning and development, aligned with the School's mission, aims, and strategic direction.

A teaching load is associated with this position.

RELATIONSHIPS AND AUTHORITY:

The position is responsible to the Principal through the Deputy Principal – Head of Senior School for the day-to-day performance of duties. Employees at this level are responsible for their own work.

The Senior School Head of House works closely with the Deputy Principal – Head of Senior School, other Heads of House, the Director of Teaching and Learning – Senior School, the Careers Advisor, and the School Psychologist to support the academic, careers, and wellbeing needs of students within the House, and collaborates with Learning Enrichment Teachers regarding students with additional learning needs. This role also works with the Head of Sport and Co-Curricular Activities and the Head of Performing Arts – Extracurricular to support the smooth running of Inter-House competitions and events.

Work is carried out with general supervision on progress and outcomes and involves the application of knowledge and initiative to achieve outcomes within time constraints by prioritising tasks, setting goals, and determining best practices to implement in order to meet deadlines.

Problems are solved by reference to established practices and procedures, and the application of initiative or judgement in applying them or by reference to the Deputy Principal – Head of Senior School.

KEY ACCOUNTABILITIES:

In addition to meeting the AITSL *Professional Standards for Middle Leaders* and involvement in the school's Co-Curricular program as required under the Queensland Anglican Schools Enterprise Agreement 2024, the Senior School Head of House is responsible for the achievement of specific outcomes in the following key areas:

STUDENT WELLBEING

The Senior School Head of House serves as the primary point of contact for parents regarding student welfare, academic progress, and any concerns that may arise. They are responsible for knowing each student in their House personally, ensuring their overall well-being, and collaborating with Tutor Teachers to deliver effective pastoral care.

Key Accountabilities:

- Oversee the induction, transition, academic progress, personal development, behaviour, safety, and well-being of students within the House.
- Communicate expectations to students regarding conduct, presentation, attendance, and adherence to School Rules.
- Support teachers in maintaining discipline by monitoring student behaviour, assisting in resolving disputes, and ensuring students comply with detentions or other consequences, implementing positive behaviour support strategies that are constructive.
- Monitor new students' adjustment and provide guidance for students identified as 'at risk.'
- Facilitate connections with other parts of the school through programs like 'Buddy' schemes.
- Provide ongoing guidance in both behaviour and academic performance, documenting strategies, and keeping teachers informed.
- Liaise with families and the Health Centre concerning student health and safety.
- Collaborate with Learning Support, Learning Enrichment Teachers, the Registrar, the Careers Advisor, Indigenous Support, the School Psychologist, and the Heads of Boarding to address the unique needs and progress of students with learning needs, overseas students, Indigenous students, and boarders, including the implementation of individual support or behaviour management plans where required.
- Monitor the progress of scholarship holders and address any issues that arise.

HOUSE PROGRAM

The Senior School Head of House is responsible for planning, developing, and delivering a comprehensive House program that engages students across both the Middle and Senior Schools. This program fosters a sense of community, encourages participation, and supports students' personal growth.

Key Accountabilities:

- Lead the delivery and ongoing development of a House program during designated House time.
- Develop and implement a program that identifies and nurtures student leadership within the House, providing structured opportunities for leadership, teamwork, and citizenship at all year levels.
- Involve students in the initiation, planning, and delivery of House functions and activities.

- Collaborate with other Heads of House, the Director of Teaching and Learning – Senior School, the Careers Advisor, the Chaplain, and Health Centre to ensure a coordinated House program.

LEADING THE COMMUNITY

The Senior School Head of House is the primary point of contact and communication link for House families, building a strong sense of House community and representing the School positively to current community members.

Key Accountabilities:

- Create and nurture positive, warm, authentic relationships that build a strong House community.
- Engage regularly with parents and other members of the House community as the primary point of contact on House matters.
- Organise and conduct meetings with parents when pastoral, behavioural, or academic concerns arise.
- Inform parents of serious academic or pastoral concerns regarding their child, encouraging shared responsibility, and keeping appropriate records.
- Maintain ongoing communication with parents regarding matters such as behaviour, leave, careers, pastoral care, sickness, family issues, and changes to School routine, keeping appropriate records.
- Welcome new students and families to the House through meetings at the start of the year and throughout.
- Organise and lead House-based events
- Contribute material related to the House for the Dawn Magazine and other School publications.

MANAGEMENT AND ADMINISTRATION

The Senior School Head of House oversees the efficient administration of the House, ensuring seamless day-to-day operations and effective communication between staff, students, and families.

Key Accountabilities:

- Oversee procedures to monitor and correct:
 - Student uniform and appearance.
 - Cleanliness and upkeep of school grounds.
 - Maintenance and security of locker areas.
 - Student punctuality.
 - Student absences.
 - Proper use of student diaries.
 - Day school leave for students.
- Plan and execute House events and special occasions in collaboration with the Deputy Principal – Head of Senior School.
- Provide updates to staff on individual student progress as needed.
- Assist with the preparation of publications and correspondence related to the House.
- Ensure the accuracy, timeliness, and quality of Semester Reports in line with School standards, including providing guidance to Tutors regarding pastoral comments.
- Meet weekly with the Deputy Principal – Head of Senior School to discuss House matters.

- Apportion responsibilities and duties amongst students within the House.
- Take a continual improvement approach to managing the House, engaging with senior pastoral staff and students to introduce new initiatives.
- Attend and contribute to Senior School events and activities as required.

LEADING STAFF

The Senior School Head of House provides leadership, guidance, and professional development for Tutor Teachers, ensuring they can effectively maintain discipline, support student progress, and strengthen House spirit. This role involves building staff capacity within the House system.

Key Accountabilities:

- Lead the implementation of the Student Code of Conduct and the ReLATE (Reframing Learning and Teaching Environments) program.
- Provide leadership, guidance, and support for Tutors by conducting regular meetings, sharing relevant information from Pastoral Team meetings.
- Supply Tutors with the equipment and information needed to fulfil their roles, and assist and guide Tutors to communicate effectively with parents, particularly at the start of the year.
- Support new staff and early career teachers, in particular, to understand their pastoral role and develop the skills required.
- Take necessary actions to ensure accountability among Tutors.
- Communicate relevant student issues with staff as appropriate.
- Support the Head of Sport and Co-Curricular Activities, the Head of Performing Arts – Extracurricular, and other relevant staff to ensure the smooth running of Inter-House competitions and events.
- Participate in ongoing Professional Development relevant to the role.
- Research and report on 'best practices' in educational pastoral care.
- Model appropriate behaviour, presentation, and a positive attitude.

SKILLS AND KNOWLEDGE:

ESSENTIAL CRITERIA

The Senior School Head of House will be required to meet the following Essential Criteria and actively work towards obtaining the desired competencies, knowledge, and skills.

Qualifications

- Teaching degree; postgraduate qualifications in education, leadership, counselling or a related field highly regarded.
- Current registration with the Queensland College of Teachers and a satisfactory National Police History Check.
- Current First Aid and CPR certificates.

Competencies, Knowledge & Skills

- Expertise in teaching the Australian Curriculum and QCAA syllabus/es.
- Knowledge of current issues and challenges facing young people.
- Demonstrated ability to lead and mentor a pastoral team.
- Excellent interpersonal, communication, leadership, organisational, planning, and time-management skills.
- Demonstrated understanding of the development and pastoral needs of individual students.
- Demonstrated ability to maintain confidentiality and work collaboratively and positively with a diverse range of families and personnel.
- Capacity to support and be sympathetic to the Anglican ethos, positively promoting the School both internally and externally.

APPLYING FOR THE POSITION

Applicants wishing to apply for the position are required to submit a **cover letter** and **resume** outlining their experience providing 3 work references to which the school can contact. We will assess applications as they arrive, so please apply today!

All staff at Cathedral are expected to support the philosophies of the school, must either hold or be able to obtain a Blue Card and/or be registered with the Queensland College of Teachers. Applicants will be subjected to blue card screening, referee checks, identification verification, and will be required to disclose any information relevant to their eligibility to engage in activities involving children and young people.