



POSITION DESCRIPTION

HOUSE LEADER

REPORTS TO	Director of Students
POSITION CLASSIFICATION	POL 3
POL ALLOWANCE	\$9,629
TIME RELEASE	750 minutes per cycle
TENURE	2027
CONDITIONS	Employment is in accordance with the terms and conditions as outlined in the Catholic Education Multi-Enterprise Agreement (CEMEA) 2022 and any instrument which replaces it

OVERVIEW

St Columba's College Ltd is a Catholic secondary girls' school located in Essendon under the stewardship of Mary Aikenhead Ministries and conducted in the tradition of the Sisters of Charity.

Staff at St Columba's College are called to be co-workers in the ecclesial mission of witnessing and proclaiming God's reign.

All staff members of St Columba's College are expected to support Catholic education in the spirit of Mary Aikenhead as expressed in the College's Vision and Mission statements. Leaders are expected to reflect the values of Mary Aikenhead Ministries in the way that they perform their leadership role and in the relationships they form with all members of the College community. In particular, Leaders are called to model and practice the Dimensions described in the document *By This Everyone Will Know*.

- The love of Christ Impels us
- Preferential option for the poor
- Going to the margins
- Trust in divine providence
- Called to be extensively useful
- Contemplatives in action

Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

COMMITMENT TO CHILD SAFETY

St Columba's College is a child safe environment. Our College actively promotes the safety and wellbeing of all students, and all College staff are committed to protecting students from abuse or harm, in accordance with their legal obligations including Child Safe Standards. The College's Child



Safety Code of Conduct is available on the College website. Every staff member will have a demonstrated understanding of the College's Child Safety Code of Conduct. Applicants should have the following qualities and capabilities:

- experience working with children
- a demonstrated understanding of child safety
- a demonstrated understanding of appropriate behaviours when engaging with children
- familiarity with legal obligations relating to child safety (e.g. mandatory reporting)
- be a suitable person to engage in child-related work.

POSITION SUMMARY

The House Leader plays a key role in fostering a sense of belonging, pride and engagement among students across the College through the house system (7 houses). Working collaboratively with the other House Leaders, the Director of Students, the Head of Students, the Head of Learning and Teaching, Instructional Leaders and Learning Area Leaders, the House Leader provides leadership in the academic care, wellbeing and personal development of students within their House, promoting positive relationships, school spirit and participation in College life.

The House Leader supports the implementation of the College's wellbeing framework, oversees the coordination of house-based activities and events, and maintains regular communication with students, staff and families. This position also contributes to the development of student leadership, celebrates achievements, and upholds the College's values and expectations.

KEY ACCOUNTABILITIES

The House Leader will take responsibility for the following areas:

- Work with the Principal and the Leadership Team to actively and collaboratively promote, maintain and enhance the Catholic identity, the charism of Mary Aikenhead and the story of the Sisters of Charity
- Provide leadership in the coordination, development, implementation and evaluation of the student wellbeing programs in the context of the College's Strategic Plan and student wellbeing policies
- Provide leadership in the modelling and implementation of best practice in supporting learning environments that reflect an emphasis on the dignity of the individual
- General responsibilities

Promote and enhance the Catholic Identity, charism of Mary Aikenhead and the story of the Sisters of Charity

- Articulate a clear, cohesive vision for the House community, inspired by the charism of Mary Aikenhead, as expressed by the Sisters of Charity and their House Patron
- Lead and support the Houses liturgical experiences, celebrating our God, present and active in the world
- Encourage a strong sense of House spirit that develops an ethos of shared responsibility, active participation and communal accountability
- Encourage, acknowledge, celebrate and reinforce the positive achievements of individuals and collective groups of students and staff
- Lead, design and implement the Pastoral Care program, including assemblies



- Promote and inspire a culture of success where students are encouraged to achieve their best in all aspects of College life
- Collaborate with House Teachers to oversee the administration of events and activities including House and College events
- Develop effective transition for Year 7 and new students in collaboration with Director of Students, Registrar and other House Leaders
- Inform the College community about House events and issues related to student wellbeing at least once each term through staff and student bulletin notices, the College website and Iona
- In partnership with the House Teachers, allocate students into core groups in Years 8 and 9
- Support and encourage the participation of all staff in House activities
- Create and maintain House Partnerships
- Assist with the mentorship, formation and support of House Representatives and House Captains and other student leadership positions as appropriate and with the support of Director of Students as per the Student Leadership Manual.
- Provide a supportive team environment for House Group Teachers by meeting and communicating through regular House Group Teacher briefings and meetings and clear expectations
- Inform the Head of Students of any professional and/or wellbeing issues that relate specifically to staff
- Support House Teachers and class teachers to identify and respond to issues of concern
- Work with the Human Resources Manager to support new and returning staff, particularly House Group Teachers and House support staff

Support for Student Wellbeing

- Promote a safe, effective environment where students are known and affirmed, and where they are able to learn and develop, free from harassment
- Monitor, review and respond to the academic, emotional, physical, social and spiritual wellbeing and development of individual students through consultation with the House Group Teachers and Subject Teachers
- Provide information, support and advice to students, teachers and parents in situations involving the specific pastoral needs of individual students
- Work with the college's case management approach to support student wellbeing
- Assist in the management of an allocated Year Level in order to provide a consistent and efficient response to issues or as directed by the Head of Students
- Implement and develop Restorative Justice Practices in order to promote and model values of fairness, respect and tolerance of individual and cultural differences
- Maintain and implement a proactive and contemporary approach to student wellbeing and student management, using data as necessary to inform practice
- Use student data and current research to review, develop and implement policy, programs and procedures that reflect best practice
- Promote a safe, effective environment where students are known and affirmed, and where they are able to learn and develop, free from harassment



- Ensure adherence to the Student Management Guidelines, appropriate policies and procedures relating to student behaviour, attendance and uniform
- Work collaboratively with Instructional Leaders, Learning Area Leaders and Subject Teachers to support the learning of students within the House
- In collaboration with the Middle Programs and Senior Programs Teams, encourage and develop processes for identifying, analysing and responding to the individual needs of students to ensure educational access and the achievement of potential for all students
- Support relevant staff about ongoing medical concerns of individual students and implement support, as needed
- Support ongoing development, review and implementation of existing policies and programs
- Facilitate and maintain regular communication with parents through multiple forms of communication, including phone calls, DM, email, letters and meetings
- Encourage parent participation and attendance at College functions
- Assist and attend Parent Information Nights as required
- Liaise with the Registrar, Office Manager and Student Receptionist to ensure that student information is accurately recorded on the College database
- Effectively support students with diverse needs (including physical, social emotional, cognitive and sensory) in collaboration with relevant staff to ensure these needs are accommodated
- Oversee the administration of camps and events at specific year levels as directed by the Head of Students
- Oversee all aspects of student resources provided by the College (eg timetables, lockers and student planners)
- Take shared responsibility for the administration and supervision of restorative workshops

General Responsibilities

- Ensure that current policies reflect the College's Vision, Mission and Values Statement, and Strategic Plan, and are relevant to student needs
- Identify and develop new policies as required
- Oversee the maintenance of accurate records (eg student attendance records, case management notes, issues related to wellbeing concerns, student management and parent communication)
- Ensure the privacy and confidentiality of information, as appropriate
- Develop and manage the annual House Budget, in consultation with the Head of Students and all House Leaders
- Report on the implementation of the College's Strategic Plan and other House activities to the Principal, via the Head of Students
- Follow the guidelines provided in the Staff Responsibilities and Accountability Policy to support staff wellbeing, workload and accountability
- The House Leader will, at times, be required to undertake other duties related to the role as directed by the Principal, Head of Students or the Director of Students.



SELECTION CRITERIA

- Post graduate qualification in the area of student wellbeing would be an advantage (or working towards qualification)
- National Teacher Certification Accreditation (HALT) would be an advantage
- Demonstrated ability to provide positive and proactive leadership that promotes student engagement, wellbeing and a strong sense of belonging within the College community
- Proven experience in supporting the pastoral needs of students, applying restorative practices and fostering respectful, inclusive and supportive relationships
- Excellent interpersonal and communication skills, with the capacity to work effectively with students, staff, parents and the broader College community to support student growth and connection
- Ability to plan, organise and lead house-based activities, events and initiatives that encourage participation, leadership and school pride
- Commitment to mentoring and empowering student leaders to take initiative and contribute meaningfully to the life of the College
- Strong organisational and time-management skills, with the ability to manage competing priorities and maintain accurate records related to student engagement and wellbeing
- A demonstrated commitment to the ethos, values and mission of the College, and to fostering a culture of respect, inclusion and excellence

RISK AND OCCUPATIONAL HEALTH AND SAFETY

All staff will:

- comply with legislated occupational health and safety practices and participate in consultative processes
- observe safe work practices in accordance with training and instruction given
- identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring (risks arising in the workplace may be financial, site, task or person specific or related to safety)
- promote and implement occupational health and safety and risk mitigation processes within and across this area of responsibility.

TEAM MEMBERSHIP

- Student Wellbeing Team
- House Team
- Child Safe Committee (Representative)
- Learning Technologies Committee (Representative)

OTHER REQUIREMENTS

- Formal appraisal in the penultimate year of appointment
- Flexibility to vary working hours to fulfil the requirements of the position
- Professional Business attire

AUTHORISED BY PRINCIPAL
SEPTEMBER 2026

