

HOUSE LEADER

Title:	House Leader
Position of Leadership:	3
Time Allowance:	20 periods, per cycle
Base Campus:	SPC 5 x House Leaders
	NDC 10 x House Leaders
Commencement:	2026
Tenure:	3 years

Emmanuel College operates within a Catholic ethos based on Gospel values - respect for personal dignity, peace and justice, integrity and reconciliation – as expressed in its Marianist tradition. The House Leaders (HL) at each campus bears witness to these values in their interactions with staff, students and parents.

Emmanuel College's mission is to support all dimensions of the growth and learning of the students whom the College serves. All College staff must remain familiar with Emmanuel's [Child Safety Code of Conduct](#) which recognises the critical role that school staff play in protecting the students in our care and establishes clear expectations of College employees, volunteers, contractors and clergy for appropriate behaviour with children in order to safeguard them against abuse and or neglect. [Victorian Catholic School Statement of Commitment to Child Safety](#)

All Positions of Leadership at Emmanuel College are underpinned by the Characteristics of Marianist Education, the strategic direction of MACS 2030, and our College's Vision for Learning and Vision for Engagement. Leaders are called to foster a faith-filled, inclusive, and dynamic learning environment where every student is known, valued, and supported.

Central to this shared vision is the development and implementation of *Learn Well at Emmanuel*, a College-wide framework that integrates academic excellence with wellbeing and places the needs of each learner at the heart of all we do. Leaders work collaboratively to build a culture of high expectations, strong relationships, and purposeful engagement, ensuring every member of the Emmanuel community is empowered to grow, lead, and contribute to the world with integrity and hope.

The House Leader Reports to the Deputy Principal Student Wellbeing via the Heads of Student Engagement.

Responsibilities:

The House Leader is responsible for leading House Teams in supporting the well-being and overall growth and learning - faith, social, emotional, academic - of students. With the Director of Student Engagement and Deputy Principal Student Wellbeing, HLs lead implementation of the College Annual Action Plan in Student Well-Being and relevant aspects of the College Community dimensions.

Pastoral Care and Student Wellbeing

- Facilitate support for the welfare needs of relevant students, including relevant liaison with counsellors.
- Support students of concern to address/remedy relevant issues.
- Identify students requiring additional support and refer them to appropriate internal or external services.
- Attend Parent Support Group meetings as required.
- Promote understanding among House staff of the values underpinning the College's pastoral care and wellbeing approach.
- Be responsible for the House at College functions.

Supporting student learning and Behaviour Management

- Lead investigation, and implementation, of decisions regarding unacceptable student behaviour and ensure completion of relevant documentation and contact with parents.
- Liaise with the Head of Student Engagement in the escalation of serious student behaviour.
- Supervise lunch time detentions and follow up non-attendance at detentions.
- Facilitate the allocation and monitoring of lockers.
- Liaise with the Director of Student Engagement and Director of Learning regarding ongoing classroom management challenges.
- Support the improvement of teacher's practice with relevant teaching colleagues regarding classroom management challenges.

Leadership and Staff Collaboration

- Collaborate as a member of the Wellbeing Team and work with House staff and Homeroom teachers to build staff capacity in wellbeing for learning.
- Lead allocated PaCT Teams, Meetings and other relevant professional learning sessions.

Student Leadership and House Culture

- Lead the House Student Leadership Team and guide the planning of engaging house assemblies.
- Promote a strong sense of identity and belonging within the House through events, assemblies, and recognition programs.
- Foster student leadership opportunities to encourage responsibility and school involvement.

Assemblies and School Events

- Organise and lead relevant year level assemblies.
- Attend and present at relevant parent information evenings.

Communication and Community Engagement

- Facilitate communication with parents, including through the College newsletter.

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General Duties

- Be a general presence around the campus.

Other duties as directed by the Principal.

Through mutual agreement some variation in the specified responsibilities may take place during the term of appointment as a part of a normal process of ongoing evaluation of the College's operations.

All employees at Emmanuel College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and the Equal Opportunity Act.