

House Leader

Emmaus College is a proudly co-educational Catholic secondary college, established in 1980 through the amalgamation of St Thomas More College, a Christian Brothers' school for boys (1969 – 1979) and Chavoin College, a Marist Sisters' school for girls (1966 – 1979). The next stage of the amalgamation, 2025, with Holy Saviour Primary School, Vermont South and St Timothy's Primary School, Vermont. The College operates over multiple campuses in Vermont South, Vermont and Burwood. One campus is dedicated to Years 7, 8, 10, 11 and 12, another campus is designated to the Year 9 program, Y9@E, and another is a dedicated Junior School K to Year 6. All staff at Emmaus may be required to work at any of our campuses.

Our school motto: To Know Christ

College Vision: To foster a community that nurtures the full flourishing of each learner, inspiring excellence as they come 'To Know Christ' on their own road to Emmaus.

College Mission: Emmaus College, as a Christ-centred Community, has fundamentally at the heart of its spirituality the person of Jesus Christ. The story of the Walk to Emmaus in the Gospel of Luke and from which the College is named, nourishes our spirituality. Students are encouraged to live by the key core values of faith, community, respect, excellence, integrity and service and to empower them to achieve their best academically. Emmaus aims to ensure that learners acquire and utilise the knowledge and skills to be future-ready. Our mission as a Christ-centred community provides a caring and supportive environment that enables students to develop their full potential in all areas of life. Pastoral care is a key focus of the College and promotes and enhances student wellbeing of a personal, social, physical, emotional, cognitive and spiritual nature.

EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Emmaus College is committed to creating and maintaining a child-safe school environment. Students' care, safety, and welfare are embedded in policies and procedures that ensure a commitment to zero tolerance of child abuse. All actions and programs will maintain high ethical standards and work according to child safety standards and child protection reporting guidelines. All employees have a shared legal responsibility to contribute to a safe working environment for staff and students in their area. Emmaus College is an equal opportunity employer.

Teachers at Emmaus College

Teachers at Emmaus College work together in a spirit of cooperation in the best interests of all students within the confines of College policies and procedures to achieve the curriculum and student wellbeing goals of the College.

House Structure

At Emmaus College there are four Houses with a Middle House Leader and a Senior House Leader for each:

- Chavoin
- Colin
- More
- Rice

Emmaus College has a vertical pastoral system with Middle House Pastoral Groups made up of students in Years 7 and 8 and Senior House Pastoral Groups made up of students in Years 10, 11, and 12. Year 9 students have separate Pastoral Groups at the Y9@E Campus. House Leaders lead their respective pastoral teachers in building a positive House culture, fostering a sense of connectedness within their House, and engaging and interacting with students and staff in all House-based initiatives.

The Position

House Leaders are responsible for implementing student management and pastoral policies within their House group, and work with the Director of Students and their pastoral teachers to provide a safe and caring school environment. They work as part of the House Leaders Team to evaluate policies and practices and to develop programs supportive of students' emotional, physical, academic, and spiritual development including the pastoral care curriculum.

Effective communication links with students, staff, parents, and the community must be maintained by House Leaders so that they can coordinate pastoral care and where necessary, provide support to individual students and their families in line with College policies. In addition, they are required to support teachers in meeting their professional responsibilities in issues of classroom management and pastoral care.

Key Responsibilities and Duties:

Administration including:

- meeting regularly with the Director of Students regarding House issues and students of concern
- attending House Leader Team meetings as scheduled
- meeting regularly with their Pastoral Teachers in House Meetings
- chairing, preparing agendas and recording minutes for House Meetings with Pastoral Teachers, and forwarding copies of meeting documentation to the Director of Students
- ensuring that adequate student records are maintained in accordance with College policy and guidelines
- contacting/responding to outside agencies as required
- overseeing the distribution of lockers and locks
- overseeing House expenditure in consideration of budgetary constraints
- regularly update the House page on Emmlink
- writing House Reports for the College newsletter on a periodic basis
- writing a House Report for the College Annual publication

Pastoral Care and Management of Students:

- overseeing the implementation of all student pastoral care and wellbeing policies (e.g. Bullying Prevention Policy, Student Behavior Policy, ICT Acceptable Use policies, etc.) and any other related policies
- ensuring students individual needs are known and monitored by their Pastoral and Subject Teachers, and where applicable, the College Nurse and Psychologists
- consulting with the Director of Students, to ensure that appropriate processes and procedures are followed in dealing with students experiencing serious difficulties
- referring students to the Psychology and Counselling Service (PCS) as required and assisting PCS as requested
- working with other staff members to assist in the transition of students between year levels
- monitoring lateness and attendance and implementing consistent College processes so that students are accountable for their attendance and punctuality
- supporting the SRC and House Captains in their role of student leadership within the House
- acting as a presence in House area, including locker areas, especially during Morning Pastoral and where possible at recess, lunch and after school
- attending Program Support Group meetings for students who receive additional funding
- implementing the uniform policy and behaviour expectations, ensuring the procedures and guidelines are followed in relation to student breaches of policies and guidelines
- issuing and following up on detentions
- working with the Deputy Principal Students and Director of Students to implement the Classroom Mastery Program and conducting teacher observations and providing feedback as outlined in the guidelines and training modules
- where appropriate, working with other leaders such as the Directors of Learning, Learning Diversity Coordinators, Careers Counsellors, VCE coordinator, etc.
- liaising with a student's external counsellor and/or health providers when required
- communicating and working in partnership with parents/guardians
- remaining informed about best practice in pastoral care and wellbeing of students
- other duties as required by the principal

Events including:

- arranging regular House Meetings or Assemblies with the purpose of acknowledging achievements, informing students on relevant matters, and maintaining College expectations
- organising and coordinating House specific and Inter-House events such as House Feast Days, House masses/liturgies, Reflection Days, Retreats, House competitions and House lunchtime activities
- organising and coordinating Year Level events, in consultation with other House Leaders. These may include (but are not limited to) Camps, Debutante Balls, Year 10 Social, Year 12 Formal, Valedictory Dinner (Year 12),

Family Fun Day (Year 7), House Breakfasts, House competitions, etc.

- supporting the Sports Coordinator for the House Swimming, House Athletics and House Cross Country competitions
- attending and supporting events and activities that students in their House are involved in, including, but not limited to, camps, excursions, performances, presentations, year level assemblies and masses
- assisting the Director of Daily Organisation in the smooth running of events such as official photography sessions, immunisations etc., which involve students in their House

Transition including:

- supporting students new to the College, including supporting the running of Orientation Days, Transition Days and Head Start
- interviewing new students and their parents
- helping with the induction of new students at Years 8 to 12

Management of Staff including:

- acting as the Principal's nominee and conducting Annual Review Meetings as requested
- overseeing, supporting, and challenging staff in the implementation of all pastoral care policies and guidelines and enforcing College expectations and the correct wearing of the College uniform
- overseeing, supporting, and facilitating the Pastoral Program and the Catholic Ethos of the College

Additional Duties

- attending evening functions and meetings of a general nature concerning the College is expected
- actively role modelling effective teaching and differentiation
- involvement in co-curricular programs of the College is expected
- contributing appropriate articles to the College newsletter, other school publications and the wider community as required, paying particular attention to regular communication via the College's Instagram and Facebook feeds
- developing and maintaining, at all times, collegial and professional relationships with colleagues
- contributing to a healthy and safe work environment
- ensuring the safety of our community by attending to OH&S issues in an appropriate and timely manner
- supporting a performance and development culture
- modelling a professional approach for all staff, this includes conduct, professional dress, and in dealing with all members of the school community
- attending meetings as required, this may mean more meetings per week than for non-POL holders
- being available as needed for consultation with other staff and parents in addition to class and scheduled meeting times
- following the College's financial requirements in relation to budgeting, record keeping, ordering and deliveries
- contributing to the life of the College by participating in College functions, events, camps, excursions, etc.
- undertake other duties as required by the Principal from time to time

Accountability

- the House Leader is accountable to the Principal via the Director of Students

Committees, Teams and Meetings

The House Leader is a member of the following committees and teams and as such is required to attend any associated meetings and action the minutes accordingly.

- HLT
- STAR meetings
- House Team meeting (Chair)
- Program Support Meetings for students listed on the NCCD register as required
- Such other committees as may be required from time to time

Skills and Qualities required:

- a positive and proactive approach to leadership and management of people
- the ability to communicate a shared vision and to generate ideas and strategies to support its implementation
- an understanding of the school's culture and context, with the ability to develop strategies that will support

and enhance its development

- demonstrated instructional leadership, with the ability to model evidence-informed pedagogical practice aligned with the College Instructional Playbook
- skills in planning, organising, implementing and reviewing programs and activities
- the ability to use a variety of decision-making skills, seeking consensus through collaboration and consultation
- the ability to encourage and empower others to contribute to a high-performing, cohesive team
- strong interpersonal and communication skills, with the ability to build effective, respectful relationships with students, staff and parents
- the ability to interpret and use student learning data to inform decision-making and drive improvement
- a positive approach to reflective practice and continuing professional growth
- a commitment to equity and inclusion, ensuring all learners are supported to achieve personal academic excellence
- personal qualities including integrity, resilience, emotional intelligence and good humour

Essential Qualifications and Accreditations

- Full registration with the Victorian Institute of Teaching including a current National Criminal Record Check
- relevant tertiary qualifications
- in addition to teaching qualifications, it is desirable for House Leaders to hold, or be working towards qualifications in the area of Student Wellbeing, Adolescent Health and Wellbeing, or another related field.

Teaching staff are required to hold an *Accreditation to Teach or Lead in a Catholic School* or upon employment to be working towards such accreditation within a five-year period. Professional learning opportunities for this purpose will be provided.

Please note that in accordance with *Ministerial Order No. 1359* both VIT Registration and relevant tertiary qualifications must be sighted by the school.

Terms and Conditions

This is a POL 3 position (350 mins time release per week). Positions of Leadership are reviewed and re-advertised regularly (usually every three years).

Professional Review

This Position Description is intended as a framework for review.

This position statement is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. It is subject to review and modification by the Principal in response to the changing needs of the College and the development of skills and knowledge.