



Position Description

Position:	House Co-ordinator Senior School
Appointed by:	The Principal
Responsible to:	Head of Garnsey Campus
Location:	Garnsey Campus
Duration:	Contracts for this position will typically be of three year's duration. After this time, the position may be readvertised. Incumbents are encouraged to reapply.
Other:	There is a responsibility allowance set at 4% of Level 9 on the School's salary scale.

This position of responsibility is in addition to the normal day to day teaching tasks (as detailed in Teacher position descriptions) and therefore has a monetary allowance appropriate to the role, along with an expectation of reasonable additional hours that may occur outside of regular work hours. The tenure is 3 years. Whilst the primary responsibilities of the position are articulated, it is expected that the incumbent will engage with the wider School Community and participate fully in events and activities, playing an ambassadorial role as a senior representative of Gippsland Grammar.

This Position Description is a guide and is not intended to be an exhaustive or exclusive list of the duties of this Position. It is subject to review and modification by the Principal at any time in response to the changing needs of the School.

Position Overview:

The role encompasses the administration of House activities for one of four Houses in the Senior School. The House Co-ordinator will allot House staff to particular activities and ensure good student and staff supervision and co-ordination within the House system.

At Gippsland Grammar there is a zero tolerance for child abuse and the School is committed to acting in children's best interests and keeping them safe from harm. The School regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

General and Specific Duties:

- To be responsible for the administration of one of four Houses in the Senior School.
- To support and encourage the leadership of student House Officials.
- To support student House Officials in the promotion and encouragement of House spirit.
- To ensure that the House is well represented in all House activities.
- To allocate staff and/or students to be responsible for particular House activities.
- To allocate teachers and staff to roles of supervision for House events, meetings and activities.
- To assist the Head of Campus, Director of Performing Arts and Teacher in Charge (Drama) in the creation of rehearsal schedules.
- To conduct fortnightly meetings for all available House members where possible. This may increase in

frequency in the lead up to key events.

- To conduct voting for student positions and forward nominations to the Head of Garnsey Campus.
- Appointments to positions of House Captains, House Sports Captains and Vice-Captains for each and House Cultural Captains, will be made in consultation with the Head of Garnsey Campus.
- To ensure accurate rolls are maintained of student attendance at House meetings.
- To follow up issues concerning absence from House meetings.
- To attend and actively participate in House Co-ordinator Committee meetings.
- Be committed to providing a child safe environment.

Key selection criteria:

1. Commitment to Anglican Education
2. Commitment to Child Safety
3. Ability and willingness to uphold and role model the School's values
4. Ability to work collaboratively as a team member
5. Demonstrated success in working with young people
6. Strong organisational skills.