

Senior House Leader (POL 2.5)

Expectations for POL Positions and General Expectations of Staff at Emmaus College

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Child Safety and Other Legal Responsibilities

Consistent with our mission as a Catholic school Emmaus College is committed to the creation and maintenance of a child safe school environment. The care, safety and welfare of students are embedded in policies and procedures which ensure a commitment to zero tolerance of child abuse. All actions, and programs will maintain high ethical standards and work in accord with child safety standards and child protection reporting guidelines

All employees have a shared legal responsibility to provide a child safe environment and contribute to a safe working environment for staff in their area. Emmaus College is an equal opportunity employer.

House Structure

At Emmaus College there are four Senior House Leaders

- Senior House Leader – Chavoin
- Senior House Leader – Colin
- Senior House Leader – More
- Senior House Leader – Rice

Emmaus College has a vertical pastoral system with Senior House Pastoral Groups made up of students in Years 10, 11 and 12 students. Senior House Leaders manage these students, and their respective pastoral teachers are responsible for building a positive House culture. They foster a sense of connectedness within their House, engaging and interacting with students and staff in all House based initiatives

Role Description

Senior House Leaders are responsible for implementing student management and pastoral policies within their House group, and work with the Assistant Principal Students, 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, and academic and spiritual development including the pastoral care curriculum.

Effective communication links with students, staff, parents, and the community must be maintained by Senior 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.

Senior House Leaders have specific responsibilities in the following areas

Administration including

- meeting regularly with the Assistant Principal Students and the Director of Students regarding House issues and students of concern
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- 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 Assistant Principal - Student Wellbeing and the Principal
- ensuring that adequate student records are maintained in accordance with College Policy
- contacting/responding to outside agencies as required
- overseeing House expenditure in consideration of budgetary constraints
- 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 pastoral care policies and guidelines such as the Working Together Policy, Fair Go for All Policy, College Rules and Uniform Requirements
- ensuring students individual needs are known and monitored by their Pastoral and Subject Teachers, and where applicable, the College Nurses and Psychologists
- consulting with the Assistant Principal - Student Wellbeing and the Director of Students, to ensure that appropriate processes and procedures are followed in dealing with students experiencing serious difficulties
- referring students to the Counselling Service as required and assisting Counselling Service as requested
- working with other staff members to assist in the transition of students between year levels
- working with the Learning and Teaching Team in regard to student promotion to the next year level
- monitoring late passes and truancy and acting on transgressions
- supporting the SRC in their role of student leadership within the House
- overseeing the distribution of locks and lockers
- acting as a presence in House area, including locker bays, especially during Morning Pastoral and where possible at recess, lunch and after school
- attending Program Support Group meetings for students who receive additional funding
- monitoring student behaviour in the public domain
- issuing and following up on detentions
- working with the Careers Counsellors and the VCE coordinator, by supporting SEAS applications and recommending special consideration
- liaising with a student's external counsellor and/or health providers when required
- communicating and working in partnership with parents/guardians

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 Days, House masses, Year 12 Retreat, and lunchtime activities
- organising and coordinating Year Level events, in consultation with other Senior House Leaders including Debutante Balls, Year 10 Social, Year 12 Formal, and Valedictory Dinner
- attending and supporting events and activities that students in their House are involved in, including, but not limited to, camps, excursions 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 running Orientation Days
- interviewing new students and their parents

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 such as the Working Together Policy, Fair Go for All Policy, College Rules and Uniform Requirements

This duty 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 school and the development of skills and knowledge. Any additional responsibilities, as requested by the Principal or Assistant Principals shall be determined through consultation and mutual agreement.

Additional Qualifications and Accreditations

Staff are required to hold *Accreditation to Teach 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.

Terms and Conditions

This is a POL 2.5 position (350 mins). Positions of Leadership are reviewed and re-advertised every three years.

Professional Review

This Position Description is intended as a framework for professional review.