



Head of House

JOB DESCRIPTION

Reports to: Deputy Head of Senior School – Pastoral Care

Position Summary

The position of House Head is a senior role within the Senior School. House Heads provide high quality pastoral care and academic leadership to students, guidance, and support to House Mentors and assist the Deputy Head of the Senior School - Pastoral Care, Deputy Head of Senior School - Teaching and Learning, the Head of Senior School and the Headmaster in pastoral, administrative, disciplinary, and counselling roles. House Heads are responsible for creating and developing an environment within their own House so students feel safe and have a sense of belonging within the House community.

Knowledge of each student is a critical aspect of the role and forms the basis for assisting them to realise their potential and contribute their proper share to the life of their House and College. House Heads are an important point of contact between home and school and provide a reference point for house mentors and classroom teachers seeking advice, support, and strategies to assist students who may be experiencing academic, social, family, or personal issues.

Essential Criteria

Education and training

- An appropriate tertiary qualification in Education

Core competencies (knowledge, skills, and experience)

Professional knowledge

- A strong commitment to and understanding of wellbeing and pastoral care of students.
- Demonstrated ability to actively contribute to the development and implementation of a pastoral care program within the College as part of a Pastoral Care team
- An awareness of issues facing adolescent students with the ability to use initiative to identify challenges and develop appropriate support strategies
- Are highly organised and articulate with the ability to record and take notes and coordinate conversations on TA
- Ability to provide support for the academic and co-curricular program of the College, supporting and encouraging students to actively participate and fulfil their expectations
- Ability to encourage and mentor students to commit to the activities and culture of the College and achieve a sense of purpose and engagement
- Demonstrated ability as an exemplary teacher in their curriculum area

Leadership skills

- Model exemplary practice and administer, lead, and positively influence their team members to ensure they also exhibit exemplary practice.
- Ability to initiate and maintain positive and productive communication with parents, students, and staff
- Ability to create an environment that empowers staff to manage their own wellbeing through ensuring an open, welcoming atmosphere, initiating regular constructive discussions, and leading by example.
- Strong Emotional intelligence with the ability to communicate effectively, manage relationships, build rapport, and trust with others and make appropriate decisions to achieve positive results

- Demonstrated leadership capabilities with ability to develop leadership traits within students to assist them to reach their full potential
- Ability to lead the House Mentor Team and develop their skills in providing support to students in the Mentor Group.

Additional requirements and values

- Committed to undertaking Professional Development where opportunities arise to keep up to date with and develop pastoral care and wellbeing knowledge and skills
- Positive outlook with the willingness to become involved in Scotch College life
- Demonstrated ability to embrace Scotch College Values of Service, Integrity & Stewardship underpinned by the values of the Uniting Church in Australia (UCA); in particular the UCA Charter of Education
- Demonstrated ability to abide by organisational Health & Safety Policy, Procedures & Guideline
- Recognise Scotch College is a Child Safe Organisation and uphold the College community's commitment to a shared culture of child safety.

Core Responsibilities and Tasks

Pastoral

- Manage the transition of students into the House
- Be proactive in communicating with parents regarding information about their son's academic and pastoral progress at the College, and schedule meetings when appropriate.
- Develop strong home-school partnerships to support wellbeing and academic development of students
- Ensure all communication with parents is documented in SEQTA along with notes from scheduled meetings with students
- Liaise with classroom teachers with regards to the academic tracking, pastoral care, and wellbeing of students
- Support House Mentors, Classroom Teachers and Curriculum Leaders in their application of the behaviour management flowchart. Intervene, counsel, and implement an ongoing process for students in matters of concern and refer incidents when appropriate to the Deputy Head of Senior School – Pastoral Care.
- In consultation with Deputy Heads of Senior School, Head of Senior School, Headmaster and School Psychologist or Chaplain, suggest referral to specialist agencies outside the College as necessary
- Actively maintain College standards with regards to haircuts, uniforms, lockers, mobile phone use, litter, and school bags on campus

Academic

- Provide counsel and advice for students on academic areas, including approaches to their academic work, study skills, organisational skills, subject selections and changes, and other related matters
- Monitor academic progress of individual students in the House. Liaise with Academic Case Managers, Classroom Teachers, Curriculum Leaders and Deputy Head of Senior School – Teaching and Learning where necessary
- Co-ordinate discussions between individual staff and parents, or House Head and parents, and develop programmes of support and assistance for the student following the interviews
- Meet with parents and students at semester House Head reflection meetings, and provide detailed feedback on academic progress, pastoral, co-curricular involvement/achievement and provide counsel to parents and students.
- Deliver the pastoral care programs in Years 9-11 in their entirety, ensuring all aspects are taught fully and to a high level, maximising student engagement and experience.
- Maintain a high standard of academic teaching.

Leadership

- Lead in the creation of a safe environment for all students in the House.
- Lead a team of Mentors and actively support staff within the House to provide effective and contemporary pastoral care practices
- Convene regular meetings with the House Mentor Group to discuss the progress of the House as a whole, operational business, individual mentor groups and student matters.
- Meet regularly (weekly or fortnightly) with the House Leadership Team to provide support and guidance for the day-to-day operations of the House.
- Meet with individual House Mentors to provide support, guidance and feedback and implement strategies for individual development where necessary
- Monitor and observe mentor groups to ensure the provision of pastoral care for all students is of a high standard

In House Activities

- Organise and attend events and activities which contribute to the development of House identity (uniqueness) and rapport such as (but not limited to) a full house function during the year, events to welcome new families, Year 12 Dinner around the time of March Out and camps and excursions
- Oversee participation in Chapel, School Assembly and various inter-House activities and competitions
- Facilitate & Coordinate House Community and Service program

Administrative

- Write references for students if requested
Facilitate other administrative processes as required to assist the efficient running of the College

This job description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.

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