



**ST EDMUND'S COLLEGE**  
CANBERRA · EST 1954



St Edmund's College Canberra is a Catholic school in the Edmund Rice tradition, educating boys from Years 4 – 12. It is an inclusive educational community, with a broad offering across academic and co-curricular areas.

Applications are sought from suitably qualified and experienced candidates for the position of:

## **Head of House (Permanent Fulltime)**

This is an ongoing position, commencing Tuesday 28 January 2025. Please see the Role Description below for information regarding this role.

To be appointed to this position to teach in the ACT, the applicant will need ACT TQI Registration and a current Working with Vulnerable People (WwVP) card.

All staff at St Edmund's College Canberra support and work to advance the Values, Vision and Mission of the College as a Catholic school in the Edmund Rice tradition.

Visit the College website at [Employment Requirements](#) to obtain all of the Application Information.

Contact Mr Ian Garrity via [employment@sec.act.edu.au](mailto:employment@sec.act.edu.au) if you have further questions.

Applications close: Thursday 29 August 2024 at 5pm, addressed to:

The Principal  
St Edmund's College Canberra  
110 Canberra Avenue GRIFFITH ACT 2603  
Or email to [employment@sec.act.edu.au](mailto:employment@sec.act.edu.au)



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## **ROLE DESCRIPTION: HEAD OF HOUSE**

Head of House are appointed by the College Principal. The Assistant Principal - Student Wellbeing is responsible for the day-to-day management of the Heads of House.

The House is the central pastoral and administrative unit of the College. It is also the context from which each student goes about his academic studies. In addition to classroom teaching duties, the Head of House has four main areas of responsibility:

1. The wellbeing and pastoral care support and monitoring of students and tutors in the House.
2. Facilitation of the College policies, procedures and agreed practices.
3. Supervision and monitoring of the academic progress of the students in the House.
4. Oversight and delivery of Wellbeing and Formation Programs at the College.

There is obvious overlap and complementarity among these areas of responsibility. The responsibilities are met by attending the following duties:

### **1. PASTORAL**

- 1.1 To take an active interest in the personal, spiritual, academic and social development of each student.
- 1.2 To look for ways to get to know each student, and to establish a relationship with them which will be conducive to their growth.
- 1.3 To monitor the work of tutors in their tutor groups and affirm and support tutors in their roles, e.g. through support of their dealings with students, through visits to tutor rooms, through interview and informal meetings.
- 1.4 To provide opportunities for House Tutors to meet on a professional and social basis.
- 1.5 To develop opportunities for non-teaching staff at the College to be involved in the House System.
- 1.6 To ensure that College expectations of students are adhered to by the students in the House.
- 1.7 To be the normal first reference person for any student who is not meeting the College expectations.
- 1.8 To supervise Head of House's detention on a roster basis and other appropriate House-based sanctions.
- 1.9 To place students on support and intervention plans as necessary.
- 1.10 To promote each student's involvement in College and House activities outside the classroom.

- 1.11 To use every opportunity to get to know each student's parents/carers.
- 1.12 To have contact with parents, as necessary, about their child's progress.
- 1.13 To establish and develop a House based parent involvement network and to work with House Parents associated with the House as required.
- 1.14 To support and be present at camps, retreats and other activities organised on a House basis.
- 1.15 To allocate staff and senior students for Camps and Retreats. This will also involve taking responsibility for the organisation and planning of these activities.
- 1.16 To look for ways to gather the House or groups within the House to celebrate events and people, to recognise people, to promote House spirit, eg Founder's Day, House Days.
- 1.17 To develop formal and informal leadership roles for senior students within the House and to support students in these roles.
- 1.18 To counsel students informally and formally, within their level of competence, and / or to refer students to the College Counsellor or external provider.
- 1.19 To support Year 7 students in their transition to High School.
- 1.20 To plan and promote the Year 12 Rites of Passage and Graduation in cooperation with the Assistant Principal – Mission and Identity and the Assistant Principal – Student Wellbeing.
- 1.21 To promote the College and its wellbeing and pastoral care system through active participation in College activities eg. Information Nights, Oral Reporting, Graduations, Presentation Nights, Open Days, Parent Tutor Meetings.
- 1.22 To support one another in the role of Head of House.
- 1.23 To be responsible for the nomination of House Leaders.
- 1.24 To lead the House in prayer before any meeting and to be holistically involved in the leading of House based liturgies.
- 1.25 To take responsibility for the care and direction of a Year group as directed.
- 1.26 To facilitate the development and review of student wellbeing and pastoral programs that respond to needs as they arise.

## **2. ADMINISTRATIVE**

- 2.1. To be a channel of communication to students and tutors concerning daily happenings, College policy, Administration decisions etc.
- 2.2. To take responsibility for care, maintenance and improvement of House areas: corridors, classrooms, fittings, lockers, noticeboards, classroom furniture. This is inclusive of general tidiness, removal of litter and reporting of damage.
- 2.3. To recommend tutors for Year groups and work with Assistant Heads of House in the daily running, admin and organisational aspects of the House
- 2.4. To hold regular minuted meetings with House tutors at least once per term and provide a copy of minutes to the Assistant Principal – Student Wellbeing.

- 2.5. To hold weekly meetings of the whole House.
- 2.6. To maintain a file on each student which will contain: correspondence with parents; records of misbehaviour and meritorious conduct; oral report forms, log telephone calls, written records of interviews and any other notes on students thought pertinent by the Head of House.
- 2.7. To organise the House to compete in inter-House sports carnivals including Swimming, Athletics and Cross Country.
- 2.8. To be responsible for an annual House budget.
- 2.9. To attend weekly meetings of Head of House.
- 2.10. To be responsible for writing a House article for the College Magazine and for the College newsletter as required.
- 2.11. To cover for tutors when necessary.
- 2.12. To be responsible for the supervision of the House area before school, at Recess and Lunchtime after school and especially in wet weather.
- 2.13. To develop and update the College website/ Canvas page as relevant to each House.
- 2.14. To have a daily presence around the campus which includes but is not limited to: before and after school when students are on site; outside of individual teaching and supervision periods and with an expectation that you are available to attend College events which are often after College normal hours.

### **3. ACADEMIC**

- 3.1. To keep in touch, through Tutors, with the academic progress of each student.
- 3.2. To take responsibility for advising students on course selections, particularly at the end of Year 8, 9 and 10. To be current with Board of Studies / UAI / Voc. ED / AST information – to advise Year 11 and Year 12 students and parents accordingly.
- 3.3. To communicate relevant information to teachers about a student's academic needs, and to liaise with teachers about a student's progress.
- 3.4. To establish and develop communication with teachers regarding the overall progress of a boy where necessary.
- 3.5. To oversee the distribution of pastoral reports and proofread tutor comments
- 3.6. To organise, with Tutors if necessary, for any follow-up that needs to occur after reports are issued.
- 3.7. To be involved in the facilitation of Parent Tutor evenings and and to receive outcome reports from Tutors.
- 3.8. To be involved in the academic tracking process.
- 3.9. To support the development of individual learning plans for each student in the House (ILP) in cooperation with the Head of Diverse Learning.
- 3.10. To work with tutors and Assistant Principal - Student Wellbeing where necessary to follow up on school and class absences.

#### **4. OTHER DUTIES**

Other duties assigned to Head of House include:

- 4.1. Other reasonable duties as required by the Assistant Principal - Student Wellbeing, their nominee, or the Principal.
- 4.2. To deputise for the Assistant Principal - Student Wellbeing at their direction or at that of the Principal.
- 4.3. Heads of House are subject to regular professional reflection which will inform their professional growth. They will undertake a Performance Review in the final year of their term.

#### **Selection Criteria**

1. A commitment to the Charter and Touchstones for Catholic Schools in the Edmund Rice Tradition.
2. A deep understanding of and commitment to the wellbeing of boys and their educational success.
3. An ability to develop and maintain positive relationships with students, parents and colleagues.
4. An ability to develop an innovative and creative Vision for the House and the necessary personal attributes to enable the achievement of the Vision.
5. An ability to effectively lead a team of Tutors.
6. Strong verbal and written communication skills and highly-effective skills in conflict resolution.

**Updated August 2024**