



## PARADE COLLEGE

### POSITION DESCRIPTION

<b>Position Title</b>	House Leader / Student Wellbeing Leader (Preston Campus)
<b>Reports To</b>	Principal; Assistant Principal, Student Wellbeing; Deans of Students / Director Preston Campus

#### PRIMARY PURPOSE OF POSITION

Parade College is committed to the vertical House system as the core structure for student wellbeing, safety, protection and pastoral care. Four of our Houses are divided into an Upper School and a Lower School with the Upper House having ten Tutor Groups and the Lower House having eleven Tutor Groups. The College is committed to the process of Restorative Practices in interactions with students and staff, and House Leaders have a central role to play in its implementation and development.

The House Leader has the primary responsibility for the wellbeing, safety, protection, pastoral care, academic progress and guidance of the students in the House. All relationships and procedures within the House will reflect Parade College's belief in the centrality of wellbeing, safety, protection, pastoral care and restorative processes to ensure good teaching and learning and appropriate student outcomes. Thus, the position of House Leader is a significant leadership position at Parade College.

The House Leader is responsible for overseeing the College expectations with students and, in conjunction with Tutor Teachers, ensuring students are consistently meeting those expectations. The policies of the College are directed by the Principal and all College expectations apply within the House. The Assistant Principal, Student Wellbeing, together with the Deans of Students, directs the House system and are responsible to the Principal for the direction and coordination of the Wellbeing Team.

#### STATEMENT OF DUTIES

<b>Pastoral Care</b>	<ul style="list-style-type: none"><li>• To be responsible to the Principal via the Assistant Principal, Student Wellbeing and the Deans of Students, for the implementation of the College's Pastoral Care and student management structures and processes.</li><li>• To advise, organise and develop the professional pastoral skills of House Tutors.</li><li>• To meet regularly with House Tutors to discuss broad policy within the House, matters of concern, student attendance, best practice in working with young men and students who require additional support.</li><li>• To be available on a regular basis in the House office before school, at breaks, lunch and after school.</li><li>• Lead and actively support the delivery of the Friday Pastoral Care program, ensuring sessions run smoothly, students are engaged, and pastoral objectives are met.</li><li>• To show an active and supportive interest in College events, particularly those in which students are involved, and to represent the House as appropriate.</li><li>• To actively promote the growth and development of a caring and Gospel-based House ethos and spirit. This includes the organisation of inter-house sporting and cultural competitions in addition to regular House assemblies.</li><li>• To take a supportive role in the recognition and celebration of student achievement.</li></ul>
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	<ul style="list-style-type: none"> <li>• To use a restorative approach in managing issues between staff and students, students and students, staff and staff and staff and parents.</li> <li>• To protect the safety and wellbeing of each student within their House</li> <li>• To strive towards fulfilling goals related to Pastoral Care as described in the College Mission Statement, Strategic Plan and the Charter of EREA.</li> <li>• To jointly chair the House Student Wellbeing Team meeting with the other House Leader, which includes the House Counsellor, House Academic Advisor and Additional Needs Co-Ordinator to ensure a holistic knowledge and management of each student in the House</li> <li>• To investigate and follow up all incidents relating to students in the house and issue appropriate consequences and organise appropriate supports.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• To provide leadership for the House.</li> <li>• To help train and guide House Student Leaders in their roles as House and College Leaders and to establish effective House Committees.</li> <li>• To liaise with others in Leadership positions within the College in relation to child safety and protection, camps and retreats, liturgies and House Masses, subject selection, work experience and work placements, special programs and events in the College Calendar, and other items as required for the young men in their care.</li> <li>• To model to staff and students best practice in restorative philosophy</li> <li>• To model perseverance, sensitivity, compassion, patience and discretion in the face of complex and difficult situations</li> <li>• To exercise discretion when handling confidential and sensitive information</li> <li>• To ensure College expectations regarding study habits, dress and conduct are maintained.</li> <li>• To accept a leadership role for College events and other House and year level activities as required (e.g. Briefings, Fundraising, Parent gatherings etc).</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• To closely monitor the overall academic performance of members of the House in support of Teaching and Learning Policy and objectives.</li> <li>• To work with members of the Teaching and Learning Team to finalise promotions into year levels and to provide advice on subject selection and course requirements.</li> <li>• To be responsible for the management of students in their House, in conjunction with Deans of Students, Subject, Tutor Teachers and Subject Teachers, using restorative processes and practices.</li> <li>• To attend Wellbeing Team meetings which are facilitated by the Assistant Principal - Student Wellbeing.</li> <li>• To prepare agendas and maintain minutes for the House Student Wellbeing Team.</li> <li>• To liaise regularly with their colleague House Leader to ensure the good organisation of whole House events and that all House matters are attended to.</li> <li>• To oversee the organisation of House liturgies and other House Events.</li> <li>• To plan and assist in the organisation of parent meetings, dinners and other functions.</li> <li>• To organise and manage House locker areas.</li> <li>• To inform the Principal via the Assistant Principal, Student Wellbeing or Deans of Students immediately of any serious incidents</li> <li>• To ensure that all protocols relating to reporting an issue of child safety and mandatory reporting are adhered to for the safety, wellbeing and protection of all students in the House.</li> <li>• To work with the Director of Safeguarding to support a student after a Child Safety report/matter.</li> <li>• To be principally responsible, with Tutor Teachers, for checking student attendance within the House.</li> </ul>

<b>Teaching</b>	Teach various classes across a number of different year levels.
<b>Other Duties</b>	Other duties as requested from time to time by the Principal and/or Assistant Principal, Student Wellbeing and Deans of Students.

KEY PERFORMANCE INDICATORS	
	<ul style="list-style-type: none"> <li>• Display a high degree of accountability and efficiency in the carrying out of the duties of the position.</li> <li>• Be committed to the safety and protection of all students at the College, but especially those students within their House. Able to competently carry out multi-tasking duties both in immediate and longer term situations.</li> <li>• Be approachable and responsive to all members of the House.</li> <li>• Give strong evidence of commitment and contribution to the effective running of the Wellbeing Team and the House Student Wellbeing Team.</li> <li>• Show initiative and energy in all matters pertaining to the House system and support of students.</li> <li>• Actively support, model and promote the use of restorative practices and overall consistency implementing college wide processes/procedures and/or policies regarding matters involving staff, students and families.</li> <li>• Establish and maintain a positive spirit and high expectations in the House.</li> </ul>

POSITION REQUIREMENTS	
<b>Qualities</b>	<ul style="list-style-type: none"> <li>• The House Leaders, by their dress, demeanour, respect for others, and support and involvement, will provide an example to staff and students.</li> <li>• The House Leader must be prepared to develop a knowledge of each of the students in their care and be prepared to make themselves available to the families who are members of the House.</li> <li>• The House Leader needs to be professionally competent in teaching, administration and pastoral care.</li> <li>• The role of the House Leader, by its very nature, requires a broad knowledge of the life of the College, detailed awareness of individual students, and a willingness to give of oneself rather than simply giving of one's time.</li> <li>• The House Leader must be knowledgeable of, and active in promoting Child Safety policies and protocols within the College.</li> <li>• The role requires a commitment to restorative processes and practices.</li> </ul>
<b>Child Safety</b>	<ul style="list-style-type: none"> <li>• Be a suitable person to engage in child-connected work.</li> <li>• Be experienced in working with children.</li> <li>• A demonstrated understanding of child safety and protection.</li> <li>• A demonstrated understanding of appropriate behaviours when engaging with children.</li> <li>• A sound knowledge of legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards.</li> <li>• Working familiarity with Child Safe requirements and expectations of VCEA Protect, VIT, EREA and VRQA.</li> <li>• A demonstrated understanding of and commitment to Child Safety protocols, codes of conduct and to ensuring Parade College is a Child Safe School.</li> </ul>
<b>Selection Criteria</b>	<p>Applicants should be able to demonstrate:</p> <ol style="list-style-type: none"> <li>1. Support and participation in the faith life of Parade College including commitment to the Mission Statement, ethos of the College, Charter of Edmund Rice Education Australia and personal faith formation.</li> <li>2. Ability to effectively lead a team of Tutors and other staff connected with the House.</li> <li>3. Ability to promote a healthy learning environment which promotes best practice and excellence in student learning outcomes.</li> <li>4. Knowledge and understanding of contemporary practices and policies related to student wellbeing, safety and protection.</li> <li>5. Commitment to and promotion of restorative practices and processes in dealings with students, staff and parents.</li> </ol>

	<ol style="list-style-type: none"> <li>6. Understanding of and commitment to Child Safety protocols, codes of conduct and to ensuring Parade is a Child-safe school.</li> <li>7. Perseverance, sensitivity, compassion, patience and a high level of discretion in working with complex and difficult situations, and when handling confidential and sensitive information.</li> <li>8. Exhibits strong interpersonal, organisational, and communication skills, consistently working productively with colleagues such as Deans and the Assistant Principal – Student Wellbeing, while also operating confidently and effectively when working independently.</li> <li>9. Commitment to ongoing professional learning.</li> </ol>
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TERMS AND CONDITIONS	
	<ul style="list-style-type: none"> <li>• Terms and conditions for this position are as outlined in the <i>Catholic Education Multi Enterprise Agreement 2022</i> for Registered Teachers. Salary is set out in the Agreement according to years of experience and qualifications.</li> <li>• This position attracts a POL allowance and a time allowance, as determined by the Principal.</li> <li>• The leadership appointment is for a three year term, with an ongoing teaching position associated with the appointment.</li> <li>• The leadership position will be re-advertised after two years and is subject to the College cyclical review program.</li> <li>• The position reports to the Assistant Principal, Student Wellbeing and the Deans of Students and will need to be available to the Assistant Principal and/or Dean during specified periods leading up to the commencement of school and after school finishes.</li> <li>• The position will, from time-to-time, require attendance outside normal hours. Generous remuneration within the position of leadership time allowance is provided for this time outside of regular hours.</li> <li>• The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. The position is subject to a regular cycle of professional appraisal and performance review according to College policy.</li> <li>• All employees at Parade College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.</li> <li>• Parade College is fully committed to the protection of children. The successful applicant will be expected to satisfy child protection screening, and adhere to the School's Child Protection Policies.</li> </ul>