

Marian College

House Leader



Position Description

POL	POL 3 + 11 lessons time release per fortnight
Position reports to	Principal, Head of Student Pastoral Care

Position Overview

The House Leader has an important responsibility promoting and developing a Catholic community rooted in the Brigidine traditions and guided by the Kildare Ministries' values of compassion, justice, hospitality, courage, hope and wonder. The role of the House Leader is to lead student wellbeing; including general and specific areas of pastoral care, liaising with parents as well as maintaining discipline and College expectations within the House. The House Leader ensures the well-being of each student within the House and that each is cared for within the vision and mission of the College. This includes the necessary support and initiatives to enable each student to develop a sense of identity and personal worth and to contribute to the overall good of the community.

This role supports Homeroom (TA) teachers and subject teachers to foster holistic development and a strong sense of belonging for every student in their care.

Catholic Identity and Mission

- Promote the ethos, mission and strategic goals of Marian College and Kildare Ministries.
- Support the College's values, policies and procedures through visible and relational leadership
- Encourage participation in faith and community events including whole-school Masses, liturgies and social justice initiatives
- Lead prayer with House staff and students when appropriate
- Promote a House based Social Justice initiative, grounded in the Living Justice, Living Peace framework each year.

Leadership and Vision

- Contribute to the strategic development of pastoral care and student wellbeing
- Lead and support change initiatives aligned with College goals and values, Strategic Plan and Annual Action Plan
- Model empathy, perseverance, patience and professionalism in all relationships
- Actively support decisions made by the College Leadership Team.

Pastoral Care

- Develop an inclusive, safe, and nurturing House culture for students and staff
- Support TA teachers in student wellbeing monitoring, including early intervention and referrals to the Wellbeing Team
- Be a visible presence to students and actively engage with Morning TA
- Support the Teacher Advisors within their House in providing meaningful and timely TA meetings with students that align with agreed expectations of TA interview aims and reporting cycles
- Promote restorative approaches in resolving interpersonal conflict (staff-student, student-student)
- Recognise student achievements and organise House-based activities to build community spirit
- Demonstrate commitment to building a common approach to behaviour support that encourages respect amongst students such as SWPB and wellbeing programs implemented by the college
- Liaise with Transition Coordinator and Learning Diversity Coordinator regarding student needs and transitions.

Academic Progress and Student support

- Monitor student academic performance in collaboration with teachers, Curriculum Leaders and parents
- Assist in the identification and support of students at risk
- Provide mentoring, encouragement, and advocacy for students needing targeted academic or wellbeing support.

Staff Leadership and Development

- Mentor and induct new TA staff within the House
- Create a supportive environment for teacher growth through feedback and regular House meetings
- Attend student focused meetings as required such as Wellbeing, WATL meetings, PSG and Student Support Group meetings.

Communication and Engagement

- Chair and attend House staff meetings and House assemblies
- Collaborate with TA staff on House spirit programs and annual events
- Organise and present at House assemblies and whole school assemblies as appropriate; contribute to student recognition and College standards
- Provide House updates for newsletters and an annual House report for the College Chronicle when required
- Actively build and maintain strong relationships with staff, leadership, and families
- Represent the House at College events such as the Year 7 Information Night/Open Night, Awards evening, Whole-School Assemblies and other college events as directed by the Principal
- Attend camps, activity days and/or Retreats as a way to support the life of the college and promote student wellbeing and growth.

Specific tasks

- Reinforce behaviour standards and expectations, such as the uniform and mobile phone policy
- In consultation with the TA, monitor daily attendance and follow up on absences in collaboration with the TA and with administration staff
- Maintain up-to-date records in Behaviour Tracking; collaborate with the Head of Student Pastoral Care to address behaviour, attendance or wellbeing concerns that are reported through Behaviour Tracking
- Notify and engage with parents regarding unsatisfactory behaviour or attendance concerns
- Convene meetings with parents as needed to support student success
- Communicate in a clear, respectful and timely manner with parents and staff when behavioural consequences are actioned such as interventions or suspensions
- Organise, with support of key staff, a Year level camp or Activity Day, as directed by the needs of the school
- Mentor House Captains, meeting them regularly and supporting them in their Student Leadership duties.

Commitment to Child Safety

Consistent with our mission as a Catholic school in the Brigidine traditions, Marian College is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students. The House Leader must:

- Adhere to Child Safety legislation and College requirements
- Provide students with a child-safe environment in which the inherent dignity of children and young people is respected and nurtured
- Be familiar with and comply with the Marian College and KEM Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety
- Demonstrate duty of care to students in relation to their physical and mental wellbeing
- Maintain confidentiality, discretion and professional boundaries in all matters
- Maintain accurate and timely student records through Marian College reporting processes, SIMON Behavioural Tracking and Student Notes.

Health and Safety

All Marian College staff are expected to:

- Adhere to, and implement, safe work practices and procedures in accordance with Marian College and KEM policies
- Work safely and report any hazards in accordance with college procedures
- Monitor and take full care of the health and safety of others
- Participate when required in the resolution of safety issues.

Other Duties

It is not the intention of this role description to limit the scope or accountability of the position but to highlight the most important aspects. All employees are required to undertake reasonable duties commensurate with their skills and training from time to time in accordance with the needs of the College or as directed by the Principal.