



Faith Lutheran College, Redlands

Faith in Christ ... prepared for life.

Mission Statement

Faith Lutheran College is committed to providing quality learning opportunities while nurturing the development of all students in a Christ-centred community.

Middle School and Senior School Heads of House

JOB AND PERSON SPECIFICATION FOR HEADS OF HOUSE

This role descriptor covers both the Middle and Senior School positions with aspects specific to either Middle School or Senior School Heads of House being identified.

POSITION: Head of House

ACCOUNTABLE TO: You will be responsible to the Principal as the Executive Officer of the College Council or by delegation to the Heads of School and the Dean of Students.

DESCRIPTION

Head of House are responsible for the general oversight of Pastoral Care and Student Welfare in their respective House. It is envisaged that Heads of House will share the responsibilities for Year Levels, as student issues tend not to confine themselves to House structures. They are the vital link between the Dean of Students and the Pastoral Care Group Teachers that facilitates effective implementation of the Pastoral Care program at the College. The Head of House is directly responsible to the Dean of Students.

Each Head of House is a member of the House Leadership Group comprising the four Heads of House and the Dean of Students. This group will meet on a regular basis facilitated by one of the Heads of House as revolving Chairperson. The agenda will be the responsibility of the Chairperson. This group has responsibility for the successful delivery of the Pastoral Care program in partnership with the Pastoral Care Committee.

The Pastoral Care Committee comprises the relevant Head of School, Dean of Students, the School Pastor, the Student Counsellor and the Heads of House.

ROLE STATEMENT

The role of Head of House has some distinctive responsibilities. By their nature, these responsibilities highlight the personal characteristics required of a Head of House.

They are as follows:

1. **Spiritual Leadership** - provide positive spiritual leadership in the House, encouraging students and staff to be involved in House worship and assisting staff and students in the ongoing development of PCG worship.
2. **Relationship/Behaviour Management and Pastoral Care** - Personal mentoring of students and follow up of discipline and other matters referred by staff, working closely with Pastoral Care Group teachers and parents. The Dean of Students, School Pastor, School Counsellor and outside agencies will provide a further level of support in such matters where necessary.
3. **Maintenance of School Tone** - Facilitate House Meetings, information and activity sessions for students relating to identifying with the College's ethos and expectations. A positive approach, working on expectations and goals rather than rules and regulations is required.
4. **Building House Spirit** - Emphasise the focus on Christian community and each individual's gifts, place and responsibility within the House and wider College community. Encourage a positive House culture by building student, parent and family connectedness through such things as shared functions, celebrating successes and recognising individual God - given talents.
5. **Academic monitoring** - Review students' reports and make contact with relevant parents in conjunction with the Pastoral Care Group teachers and where necessary, The Dean of Learning and Teaching, Learning Support Coordinator, Dean of Students and/or Head of School. Work on the Subject Counselling team in consultation with the Dean of Learning and Teaching, counselling students for subject choices. Consider the provision of study skills for students where necessary.
6. **Co-ordinate Special Events** - co-ordinate, in consultation with the relevant staff from the Senior Administration Leadership Team (SALT), significant College event or events as required, eliciting support from both staff and students. Ensure that these events are organised well in advance and details have been communicated effectively. (A list of anticipated events will be compiled on an annual basis.)

DUTY STATEMENT

1. Head of House is a member of the House Leadership Group.
2. Head of House is a member of the Pastoral Care Committee.
3. Head of House is responsible for meeting regularly with House staff, to plan for student needs.
4. Responsibility for the day to day running of the House in collaboration with the House Pastoral Care Group Teachers.
5. General oversight of the overall welfare and relational/behaviour management of students in the House.
6. Support for the relevant House Pastoral Care Group Teachers in student matters.
7. Welcome new students and ensure the new student orientation program is delivered effectively. Work closely with Pastoral Care Group teachers to maximise student assimilation into the College community.
8. Liaise with HOFs to work with parents and Learning Support staff regarding special needs and modified curriculum for students where necessary, and communicate relevant requirements to staff.
9. Record student details in school files in electronic and hard copy as appropriate.
10. Monitor student attendance and punctuality in consultation with Pastoral Care Group teachers and Student Receptionists.
11. Liaise with HOFs who will undertake academic review of students at end of each semester to:
 - identify students at risk;
 - meet with students and their parents with Pastoral Care Group teachers;
 - develop an action plan for success with these students; and
 - follow up progress.
12. Mentor and support House staff.
13. Communicate with parents as Head of House as necessary, particularly
 - letter of introduction / welcome start of Semester 1;
 - letter at end of Semester 1 and 2;
 - re individual student concerns; and
 - Phone contact.
14. Encourage student participation in leadership roles and mentor House Student Leaders in their roles.
15. Co-ordinate and setup Worship and Assembly in the Middle School on a rotating basis with the other Heads of House, utilising the student leaders of their House.
16. Oversight of student use of the Student Diary.
17. Plan and facilitate regular House Meetings for House staff and students.
18. Plan and support activities related to the House Shields, Hauser Cup Competition in collaboration with the other members of the House Leadership Group.
19. Represent their House at Pastoral Care Committee meetings and Staff Meetings.
20. Plan and facilitate regular House activities to build positive relationships and team spirit.
22. Conduct Lunch and After School detentions on a rolling roster.
23. Any other duties as required.

SIGNIFICANT COLLEGE PROGRAMS TO BE CO-ORDINATED BY HEADS OF HOUSE

1. The Transition / Orientation Program for Year 6 students.
2. Pastoral Care Group allocation in conjunction with the Dean of Students and/or Head of School.
3. Organise and lead the Year 7/8 camp in consultation with Year 7/8 Middle School teachers and Pastoral Care Group Teachers.
4. Organise and lead the Year 9 Mt Binga camp and Information Evening in consultation with Year 9 teaching staff.
5. Devise the flag raising roster for House implementation.
6. Co-ordinate the Hauser Cup competition in consultation with staff, Dean of Students and Heads of Schools.
7. Co-ordinate the end of the year activities program.
8. Identify potential early school leavers and in conjunction with the Careers Co-ordinator and provide appropriate support.
9. Support Student Leadership initiatives. e.g. supervision of Socials and events.
10. Oversight of the tone of Study lessons for Senior students.
11. Co-ordinate the preparation of Student Achievement Records.
12. Oversee the organisation of the Year 12 Formal with the Head of Senior School, Dean of Students and Student Committee.
13. Oversee the manufacture of the Year 12 Commemorative Top with the Head of School and Student Committee.
14. Co-ordinate the program and tone for the Year 12's final day(s) of formal schooling.
15. Assist Heads of Schools with the organisation and running of End of Year Final Services and Graduations for sub-schools.
16. Other duties as determined from time to time.

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