



POSITION DESCRIPTION

Position Title	Head of House Bunker Eagle Flinders Geographe Hamelin Meelup
Tenure	Permanent Full Time (1.0FTE)
Department	Secondary School
Reports To	Head of Secondary School Assistant Head of Secondary School
EBA	The Anglican Schools Commission Incorporated Western Australia Agreement 2019
Classification	Teachers Salary Scale Step 1 to Step 10 and Promotional Allowance
Date Last Reviewed	October 2024

POSITION PURPOSE

The Head of House has a special responsibility for nurturing the wellbeing, unique gifts, and personal aspirations of each student in their House. Each Head of House is assisted by and manages House Group Teachers who, with the Head of House engage daily with students in the House. Heads of House are teachers who provide dedicated time to develop strong, authentic and connected relationships with students and families. Each Head of House promotes diversity and inclusion creating a positive culture within the House for everyone.

KEY ACCOUNTABILITIES

Student Pastoral Care and Wellbeing

- Be a primary support for the physical, emotional, social, academic, cultural, and spiritual needs of the students in the House
- Monitor and encourage positive wellbeing, health and safety of students in the House
- Set high expectations with regards to behaviour, uniform, punctuality and the general tone of the House group, monitoring student attendance and ensuring follow-up
- Implement and evaluate effective pastoral care programs which are engaging, inclusive contemporary and reflect the issues faced by students within the respective year group
- Advocates and implements GMAS restorative processes
- As appropriate, work in consultation with the Head of Secondary School and Assistant Head of Secondary School to support students and families in their engagement with School

Leadership of Staff

- Providing training for House Group Teachers
- Offer guidance and support to House Group Teachers in all House matters
- Ensure House Group Teachers meet with students individually in their House Group on a regular basis
- Monitor communication between House Group Teachers and parents
- Update House Group Teachers on pastoral issues related to the students in their House
- Ensure House Group Teachers have completed the administrative tasks associated with their group, including reporting
- Communicate with members of Staff where appropriate for academic or disciplinary concerns
- Conduct regular meetings with House Group Teachers
- Attend all Wellbeing Leadership and Head of House meetings
- Nominate and provide evidence to Head of Secondary School for special awards
- Conduct the annual House Group Teacher appraisal process where required, provide feedback relating to the House Group Teacher role
- Assist the Chaplain with Prayer and/or Chapel

Communication

- Be an exemplary role model for Staff within and outside the classroom, modelling respect and integrity in all dealings with our GMAS community
- Organise and conduct meetings with parents if and when pastoral/behavioural/academic concerns arise, in conjunction with the Assistant Head of Secondary School
- Conduct subject selection meetings as required with students and parents in Year 10 at the beginning of Term 3
- Maintain ongoing communication with parents regarding issues such as discipline, leave, careers, pastoral care, sickness, family issues, changes to School routine where appropriate and to keep records thereof
- Maintaining open and regular communication with the Head of Secondary School and Assistant Head of Secondary School by actively supporting them in their roles
- Liaise with the Marketing Department in relation to student achievement and key events
- Provide references for current and past students when requested

Student and House Management

- Encourage and promote positive behaviour amongst the students
- Ensure the House lockers are maintained in a tidy and clean manner and litter issues are addressed in a timely manner
- Provide structured opportunities for leadership, team work and service at all year levels within the House
- Organise House events
- Involve students in the initiation, planning and delivery of House functions and activities
- Encourage and facilitate student feedback on a range of matters and activities
- Encourage students to adhere to the School's Code of Conduct
- Oversee the induction of new students into the House
- Empower students to take on responsibilities and duties in the House and at House events
- Ensure House Student Leaders are well-informed and supported in their roles
- Where required, assist in the organisation and running of Inter-House competitions
- Take a lead role during evacuation and lock down drills
- Use restorative behavioural management techniques that respect the rights of all students
- Monitor and respond to complaints from staff about the misbehaviour of individual students
- Issuing and keeping an accurate list of student padlocks
- Take an active role in community and school events and be available to represent the school at Open Days, Information Evenings, Presentation Evenings, Awards Nights, Year 12 Ball, Graduation events, Assemblies and similar events.

Administration

- Maintain up-to-date records for each student via SEQTA
- Administer House finances and to be accountable to the Business Manager on budget use
- Monitor each student's attendance at classes, and other School events and liaise with the Assistant Head of Secondary School
- Facilitate the authorised collection of data from students when required
- Monitoring student work and study loads to ascertain they are fair, equitable and sufficient
- Oversee and review all allocated year specific events and functions
- Oversee the IGNITE program for one year group
- Assist in the organisation of one GMAS Camp each year

Other duties as directed by the Principal and/or Deputy Principal.

This position 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 Principal's discretion. Employees may also be required to undertake other reasonable duties as directed.

CORE EXPECTATIONS

- Maintain strict confidentiality with respect to the School's business
- Display a strong dedication to developing lasting relationships with families
- Foster a commitment to continuous improvement and the value of collaboration and sharing of knowledge and information
- Demonstrate overt support for the School Values
- Develop and maintain positive working relationships with stakeholders
- Be appraised regularly, according to the Staff Appraisal Programme in place in the school

POSITION DIMENSIONS

People Management

House Group Teachers

Budget / Expenditure:

As advised by Principal and Business Manager annually

Significant Work Relationships

Internal

- Principal
- Senior Leadership Team
- Middle Leadership Team
- Administration Staff
- Teaching Staff
- Casual Staff
- Students

External

- Parents and Families
- Members of School Community
- AISWA
- Schools Curriculum and Standards Authority
- TISC
- TAFE

SELECTION CRITERIA

Selection Criteria

Essential

- A four year Bachelor of Education or a degree qualification or a minimum of a three year degree, followed by a Graduate Diploma or Master of Teaching for a particular age group
- Previous experience as a Head of Year/House
- Supportive of the ethos and values of the Anglican tradition of the School
- Have genuine interest in students and proven ability to effectively engage with them
- Be able to quickly and genuinely build rapport with potential and current students, parents and the broad School Community
- Outstanding skills in communication with families
- Have a comprehensive understanding of 'Duty of Care' and place a high value on child well-being
- Inclusive and open management style being approachable, a good listener, collaborative and an effective communicator
- Fosters positive working relationships, demonstrating emotional intelligence, and excellent interpersonal, negotiation and conflict resolution skills

Personal Qualities

Essential

- Ability to communicate positively and effectively with co-workers, students and the wider school community with maturity and discretion
- Ability to work both independently and collaboratively as part of a team
- Ability to work under pressure in a calm and methodical manner
- Well-developed communication and interpersonal skills
- Ability to use initiative

ELIGIBILITY AND TRAINING REQUIREMENTS

- Evidence of registration with the Teacher Registration Board of WA and the Employee must maintain registration at all times of employment
- Obtain or hold a current Working with Children Check

OUR COMMITMENT TO CHILD SAFETY AND ANGLICAN ETHOS

Georgiana Molloy Anglican School is a child safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are expected to be committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and in accordance with our Child Protection Policies and Staff Code of Conduct. A valid Working with Children Card and National Police Clearance are required for all employees at Georgiana Molloy Anglican School.

Georgiana Molloy Anglican School is an Anglican school and applicants should be able to demonstrate empathy with and support for the Schools Anglican Ethos.

AUTHORISATION

I hereby agree that this Position Description accurately reflects work requirements.

Principal	Mr Brad Evans		
	Name	Signature	Date
Head of House			
	Name	Signature	Date