



House Leader

Title	House Leader
Classification	POL 3
Time Allowance	15 x 60 minutes periods per 10 day cycle
Appointment duration	3 years, inclusive of an appraisal during the tenure
Date Reviewed	March 2024

Whitefriars College provides a quality education for young men grounded in the Catholic Carmelite tradition that emphasises critical thinking, the search for meaning and how to contribute to the common good of society. The College supports every student to seek and achieve excellence in their learning, their relationships, and their participation in the community. Students are invited to appreciate the Christian worldview and see the goodness of God in themselves, all others and the natural world. Our aim is to enable our young men to look beyond themselves with a moral compass and social conscience and to approach life with intelligence, inner strength and gentleness. At Whitefriars College we value:

- **Faith** Shared faith expressed through contemplation, community and service.
- **Gentleness** The expression of gentleness as the intelligent way to express masculinity.
- **Excellence** Excellence and collaboration in learning, teaching and in all we do.
- **Respect** Positive, inclusive and respectful relationships across our community.
- **Justice** Action and advocacy for equity, justice and environmental stewardship through words and deeds.

Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church.

It is expected that all staff employed in a Catholic school:

- accept the Catholic educational philosophy of the school.
- develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work.
- by their teaching ministry, other work and by personal example strive to help students and families to understand, accept and appreciate Catholic teaching and values.
- avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community, in whose name they act.
- Continuously work towards their accreditation to teach in a Catholic School as per the Victorian Catholic Education Authority (VCEA) policy.

Furthermore, it is expected of all employed at Whitefriars College that they accept and support the ethos of the Carmelite order, along with activities directed at the broader aims of the College.

Whitefriars College is committed to strengthened practice for the protection of children in line with the Victorian Government child safety reforms and **Ministerial Order 1359**.

Catholic school communities place the highest priority on the care, wellbeing and protection of children and young people. Founded in Christ and sustained by faith, Catholic schools seek to fulfil their mission of enabling each student to come into the fullness of their own humanity. This includes paying attention to the inherent dignity of children and young people, and their fundamental right to be respected, nurtured and safeguarded by all. Whitefriars College staff and volunteers are instructed about the school's child safety policies and are expected to comply with the school's obligations and understanding of a child protection culture and minimisation of the risk of child abuse. Staff and volunteers are provided with appropriate training and development opportunities, as well as ongoing supervision and management, to ensure their conduct is consistent with the school's child safety and wellbeing policies and procedures.

Overview

The House Leader at Whitefriars College is a significant leadership role in the school community. It is a leadership position based on a model of Christian service. This role exercises a professional relationship of support and loyalty to the leadership of the College, which shapes and implements the school's vision. The House is a significant organisational unit for the delivery and implementation of the College's Mission and Values Statement, Learning @ Whitefriars Framework, Global Citizenship definition, wellbeing programs and student management processes and procedures. The House Leader requires an understanding of the holistic development of a student – spiritual, intellectual, emotional, physical and social.

Under the leadership of the Deputy Principal – Students, the House Leader is a collaborative and an active member of the Wellbeing Team and the House Leader Team.

A House Leader is a key contributor to the collaborative decision-making processes across the College. A key responsibility is to lead and inspire all staff to build their capacity to foster the student's faith formation, learning and wellbeing. An understanding of contemporary practices is essential.

The House Leader's role involves collaborating with student leaders, Pastoral Care Teachers, subject teachers, parents, Deputy Principals, Middle and Senior Years Coordinator, Student Activities Coordinator, Learning Leaders, Transition Coordinator, Development Office, Chaplains, College Counsellors and Learning Support personnel.

Further post graduate qualifications will be advantageous in performing the duties of this role.

Attributes and Competencies

The House Leader is expected to exhibit the following attributes and competencies:

- A lively and practical support of the Catholic nature of the College.
- An understanding of, appreciation for and sensitivity to the Carmelite spirit and tradition which has underpinned the history, development and culture of Whitefriars College.
- A firm belief in and commitment to the Mission and Values Statement of the College and an ability to articulate and promote these.
- A commitment to the Learning @ Whitefriars Framework and Global Citizenship Statement.
- Loyalty and public support for the Leadership of the College.
- Demonstrate a broad knowledge of student wellbeing and learning.
- Demonstrate proficiency in leading wellbeing at Whitefriars College.
- Apply and model excellent teaching and learning skills employing a broad range of learning strategies and learning technologies.
- Provide accomplished and respected educational leadership and management.
- Exhibit ongoing professional growth on a personal level and for the benefit of the College community.
- Develop with subject teachers, cooperative and collaborative working relationships that promote excellence in student wellbeing and learning.
- Demonstrate proficiency in documentation and record-keeping.
- Work collaboratively on relevant policy making within the College.

Duties

Faith Formation

The House Leader is expected to:

- Actively demonstrate Christian service and respect towards Catholic teachings.
- Provide an expectation of prayer in Pastoral Care to Pastoral Care Teachers.
- Be active faith leaders in the College by demonstrating an involvement in College liturgies, prayer services, faith experiences and service learning.
- Leading prayer during House assemblies and functions.

Wellbeing

The House Leader is expected to:

- Promote and foster a positive culture, a sense of identity and belonging to the House and the College.
- Collaboratively work with students and Pastoral Care Teachers to develop College and House activities which foster a sense of belonging to the House and the College.
- Responsible for the overall faith formation, learning and wellbeing of all students in the House.
- Support the transition and orientation of new students into the House and the College.
- Ensure, as far as possible, that the needs of individual students within the House are known, monitored and documented by the Pastoral Care Teacher and subject teachers through the Learning Management System.
- Refer students to the College Psychologists for individual counselling, as required.
- Promote positive student contributions to the College and wider community.
- Promote interaction amongst students in the House both within and across year levels.
- Support the Wellbeing Program Coordinator in the development and delivery of the Wellbeing Program.
- Support Pastoral Care Teachers in the delivery of the Wellbeing Program.
- Work collaboratively with the Wellbeing Program Coordinator in the development of a targeted approach to the Vertical lessons of the Wellbeing Program, especially in fostering House culture, pastoral care and belonging.
- Provide support for teaching staff and promote their involvement in classroom management/pastoral care issues.
- Encourage and support teaching staff in maintaining their professional responsibilities with students.
- Work collaboratively with the Director – Middle Years and Director – Senior Years, other House Leaders and teaching staff to develop and evaluate programs that will support the development of students' spiritual, intellectual, emotional, physical, and social learning and wellbeing, and ensure that such programs are documented in the Learning Management System.
- Maintain and promote a safe and caring environment within the House.
- Maintain high expectations and guide students within the House in regard to self-discipline, good conduct, self-esteem, mutual respect, appearance and punctuality.
- Maintain a structure of student management that supports both staff and students within the guidelines of the College's Student Wellbeing Policy and procedures.
- Oversee the administration of student management and wellbeing procedures within and across Houses, and document thoroughly in the Learning Management System.
- Consult the Deputy Principal – Students and/or the Deputy Principal – Learning and Teaching and notify Pastoral Care Teachers and subject teachers as required when serious pastoral care/learning/behaviour matters arise.

Learning

The House Leader is expected to:

- Teach a Year 7 class, if possible.
- Assume responsibility for the overall academic counselling of all students in the House, including monitoring learning and wellbeing, subject selection and course advice of students in the House.
- In collaboration with the Data and Enrichment Leader, monitor and track the academic progress of all students in the House and work collaboratively with the relevant staff to ensure growth and intervention.

Administration

The House Leader is expected to:

- Coordinate the implementation of House activities.
- Assist in the planning, organisation, running and student management of House-based events such as Athletics and Swimming Carnivals, Our Lady of Mount Carmel Feast Day, House Feast Days, Year 7 House Welcome Evening, Year 7 Orientation Camp, Year 12 programs, House Charity fundraising events, Cross Country carnivals, House Music Festivals and other House events as required.
- Support Pastoral Care Teachers in monitoring attendance, using the Learning Management System, including patterns of illness, lateness and truancy and providing appropriate intervention.
- Maintain student personal information and records in Synergetic and the Learning Management System (i.e. ensure that all relevant student information is stored appropriately, including on the student database) in consultation with the *Students Record Officer* and *Student Attendance Officer*.

- Assist the Deputy Principal – Students and administration staff in the process of student entry and exit from the House or College.

Communication

The House Leader is expected to:

- Maintain correspondence with parents, other schools and outside agencies as required and document in the Learning Management System.

Student Notebooks

The House Leader is expected to:

- Liaise with the Notebook Service Centre to assist with issues relating to student notebooks and their appropriate use and maintenance, as per College policies.
- Assist computer staff in the annual distribution and hand back of student notebooks.

Student Lockers

The House Leader is expected to:

- Allocate, record and maintain student lockers and locks for each student in the House.
- Liaise with the Maintenance Manager if student locker issues arise.

Child Safety and Risk Management

The House Leader is expected to:

- Be conversant with the College's policies on Child Safety, Code of Conduct and Risk Management and the implications of these policies for procedures and practices that affect the House.
- Ensure that members of the House team are aware of the Child Safety, Code of Conduct and Risk Management policies and the implication of these policies on procedures and everyday practices.

Miscellaneous

The House Leader is expected to:

- Chair House meetings as scheduled (involving all Pastoral Care Teachers in the House) that have a focus on professional learning; agendas and recording minutes to be sent to House staff and the Deputy Principal – Students.
- Conduct House Assemblies as scheduled.
- Monitor student attendance at detentions.
- Supervise Saturday detentions as required .
- Attend College functions as required.
- Provide regular reports to the College community on matters relating to the House.
- Be an active member of the Wellbeing Team and House Leader Team.

The House Leader is expected to undertake other relevant duties as directed by the Deputy Principals or Principal and a formal appraisal will be held during the tenure.



Application

Applicants should submit:

- A covering letter of *no more than one page* outlining why the application is being made for the position
- A response of *no more than one page* on your ability and experience that will enable you to undertake the various aspects of the role
- An up-to-date Curriculum Vitae
- The names and contact details of at least three relevant referees

Applications should be addressed to **Mr Mark Murphy, Principal, Whitefriars College**

and emailed to employment@whitefriars.vic.edu.au no later than **4.00pm on Thursday, 12 June 2025.**

Any enquiries regarding the role should be directed, in the first instance, to Ms Nipuni De Silva, Human Resources Manager on 9872 8214.