

Position of Leadership

Head of House

Tenure	3 year term
Reports to	Director of Senior School
Classification	POL-3
Direct Reports	Mentor Teachers
Reduction in scheduled class time per cycle (up to a max. number of periods of)	16

The Head of House works closely with the Director of Senior School to maintain a strong focus on learning, faith development, and wellbeing across the College. They are an integral member of the Wellbeing and Senior Pastoral Care Teams and support staff in delivering contemporary, effective learning and faith formation opportunities aligned with the School Improvement Plan. In collaboration with key stakeholders, the Head of House ensures the holistic development of each student, reflecting the Jesuit principle of Cura Personalis—care for the whole person.

The Head of House works collaboratively with the Deputy Principal – Students and plays a key leadership role in the pastoral care and wellbeing of students within one of the four Senior Houses. They oversee approximately 175 students from Years 10 to 12, organised into seven mixed, vertical Mentor Groups led by House Mentor Teachers. As a spiritual leader within the College, the Head of House is responsible for the daily administration, coordination, and overall management of their House, working closely with the Director of Senior School.

1. Specific Responsibilities

- 1.1 Develop a climate of excellence in student pastoral care through the application of clear standards, consistent practice and effective collaboration with the Deputy Principal (Students), Director of Senior School, staff, students and parents.
- 1.2 Inspire others and provide strategic leadership in promoting House identity and culture. Drive a clear and compelling vision for the House by coordinating and supporting House and year-level activities for students in Years 7-12, while encouraging continuous growth and improvement.
- 1.3 Establish and maintain a distinct House environment within the designated area that reflects the values, identity, and pride of the House.
- 1.4 Ensure that both the internal and external surroundings are consistently clean, orderly, and welcoming, thereby fostering a strong House presence that promotes connection, belonging, and a positive atmosphere conducive to teaching and learning.
- 1.5 Provide oversight of House Interhouse events, including leading the organisation of the House performance for Feast Day. Foster House spirit across all year levels—including Years 7 to 9—and actively participate in House events and carnivals to enhance visibility, engagement, and a strong sense of belonging.
- 1.6 Provide leadership and management to the House Mentor Teachers of their House, to whom specific responsibilities are effectively delegated
- 1.7 Lead and build the capacity of House Mentor Teachers to support College Goals and effectively implement College policies, with a particular focus on pastoral care, student wellbeing, and behaviour management
- 1.8 Facilitate and coordinate fortnightly House Year Level briefings with the House Mentor Teachers.
- 1.9 Communicate with House Mentor Teachers and the Director of Senior School in relation to students most at risk.

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- 1.10 Regularly report to the Director of Senior School and attend relevant meetings with the other House Leaders and Year Level Mentor Teachers.
- 1.11 Work with key stakeholders, acting as the first point of contact for Mentor Teachers – managing parent and student communication concerns, meeting with them, and resolving issues according to College Processes and Procedures.
- 1.12 Liaise with key stakeholders and teaching staff regarding the academic and learning needs of individual students within the House.
- 1.13 Support the pastoral, social, emotional, and academic learning of students.
- 1.14 Convene parent meetings as required, and maintain timely and effective communication by liaising directly with parents and teachers.
- 1.15 Be an active contributor to the Senior Pastoral Care Team to discuss specific issues relating to the welfare of the students of the College.
- 1.16 In conjunction with the Director of Wellbeing & Positive Behaviours and Director of Senior School develop pastoral care programs that are consistent across Year Levels/Houses and support the delivery of a Mentor program for student Mentor groups during Mentor Time.
- 1.17 Oversee the reinforcement and follow up of in alignment with College Policies and Procedures:
 - correct and proper behaviour of students
 - the correct wearing of College uniform
 - student attendance including late arrival and absenteeism of students
 - student academic progress
 - student subject selection and transition
 - students at risk
- 1.18 Support the Director of Senior School through the active involvement in the Student Welfare Action Group (SWAG) and the Targeted Assistance Program (TAP) meetings to ensure the management of students most at risk.
- 1.19 Oversee the implementation of the student Acceptable Behaviour Policy and Procedure, including tallying infringements, and distributing detentions.
- 1.20 Convene Student Support Groups as needed.
- 1.21 Work with Student Leaders and other Heads of House to plan and implement student leadership initiatives within and across the year level.
- 1.22 Support the SRC and student leadership programs, including House student leaders.
- 1.23 Work with other Heads of House, under the direction of the Director of Senior School, to plan, schedule and deliver events and assemblies across Year Levels / Houses.
- 1.24 Work with the Director of Senior School to allocate students to Year Level Mentor Groups, ensuring that the formation of both Mentor and Learning Groups is balanced and harmonious. Use diagnostic testing, assessment data, and behavioural tracking information to inform the composition of these groups.
- 1.25 Assist in the coordination and participate in events which affect the Year Level / House, eg special programs, retreat days, Year 12 Renewal Camp, gatherings, activities and excursions.
- 1.26 Supervise after school detentions.
- 1.27 Ensure student electronic Xuno files are maintained.
- 1.28 Support New Student Induction.
- 1.29 In collaboration with the College Registrar, manage the induction and orientation process for all students, including mid-year enrolments. Ensure each student is effectively supported and becomes familiar with the College's facilities, policies, and procedures.
- 1.30 Participate in the interview process for new students and aid in exit procedures, ensuring alignment with College protocols.

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- 1.31 Maintain regular contact with the Wellbeing Team and Head of Learning Diversity to ensure that all students receive the support they need
- 1.32 Work with the Head of Learning Diversity and Assistant Head of Year Level to support all NCCD students across the year level.
- 1.33 Maintain a visible and active presence within the College community, with a particular focus on daily engagement in Mentor rooms during morning Homeroom and designated Mentor Periods.
- 1.34 Organise House liturgies in consultation with the Deputy Principal (Faith & Mission).
- 1.35 Take responsibility for the House at College functions eg. Whole School Assemblies, Liturgies, etc.
- 1.36 Liaise with the Head of Sport and Head of Music regarding House sporting/cultural programs and assist House Leaders in the implementation of such programs.
- 1.37 Collaborate with the Senior Certificate Coordinator to manage student subject change and special provision requests in accordance with College Procedures.
- 1.38 Assist in the Subject Selection Process, including participation in Senior Pathways Interviews.
- 1.39 Be available to support the administration and procedures of College examinations.
- 1.40 Be responsible for the collection of data and documentation in relation to Special Provisions for VCE students.
- 1.41 Be a leader of learning for the students in their House, by overseeing the academic progress of students in their House, which involves liaising with Heads of Learning and subject teachers, as well as the Director of Learning..
- 1.42 Lead Mentor Teachers in fostering positive behaviours by creating a safe, supportive culture where students are empowered to take an active role in enhancing their own wellbeing
- 1.43 Provide assistance and support to the Director of Senior School and Deputy Principal – (Students) as required.
- 1.44 Show tact, respect and discretion in dealing with individuals and groups and ensure the confidentiality of information as appropriate.

Other

- 1.46 Develop annual goals and plan key events for the role in collaboration with the Director of Senior School and Deputy Principal (Students), ensuring alignment with the College's strategic objectives.
- 1.47 Lead and mentor staff through the Annual Review Meeting (ARM) and Professional Learning Community (PLC) process in collaboration with the Director of Staff Development.
- 1.48 In collaboration with the Director of Staff Development, support the College's Instructional Coaching Program and act as an Instructional Coach.
- 1.49 Promote the profile's initiatives and achievements through a range of communication channels, including social media, student bulletins, newsletters, and other relevant platforms.
- 1.50 Contribute articles for publications, including Magis and regular features in the College newsletters.
- 1.51 Maintain a visible and accessible presence during the school day, and attend College events and meetings as required.
- 1.52 Participate in a formal performance review conducted midway through the tenure period.
- 1.53 Undertake additional duties as assigned by the Deputy Principal (Students) or a member of the College Executive.