



SHALOM COLLEGE BUNDABERG

POSITION DESCRIPTION

Middle Leadership Tier Designation 3/Unit Allocation 6

Allowance: As per Schedule 1C - Positions of Leadership of the *Catholic Employing Authorities Single Enterprise Collective Agreement - Diocesan Schools of Queensland 2019-2023*.

House Coordinator's Position

Each of the eight House Coordinators will form, under the leadership of the Assistant Principal Students, the Pastoral team of the College. Additionally, it would be important to have knowledge and understanding of the principles involved in Restorative Practice. House Coordinators would need to be supportive of the philosophy of Restorative Practice and be actively and practically supportive of the central place that the establishment of 'right relationships' has in the fabric of good Catholic education. 'Right relationships' involves a commitment to enter into positive relationships with young people which would affirm their dignity and value at all times. It also presupposes a commitment to work with young people as we find them and know that the process of formation takes time and effort to bear fruit. In a Catholic school, young people most at risk are given special assistance to reach their potential and achieve their goals. A pastoral coordinator in a Catholic school would always model the Gospel values of forgiveness, compassion and reconciliation in the resolution of any conflict. Justice is also always at the heart of any pastoral care.

Role Description - House Coordinator

House Coordinators are appointed by and act under the direction of the Principal. As a Position of Added Responsibility at the College the House Coordinator is committed to the Shalom College Mission.

The House Coordinator is responsible to work in partnership with the Assistant Principal Students in providing leadership and formation in his/her House.

In working collaboratively with the Assistant Principal Students, the other House Coordinators, Pastoral Care teachers and teaching staff, he/she is responsible for developing and maintaining a caring, supportive and responsive environment in his/her House that leads to students adopting responsible and appropriate behaviour at all College activities.

Accountability: The House Coordinator will be accountable to the Assistant Principal Students and ultimately the Principal. He/she will be a member of the College Student Pastoral Team. As a senior member of staff, it is expected that the House Coordinator will carry out his/her duties with commitment and enthusiasm seeking to motivate other members of staff with his/her positive and energetic example.

General Description: The House Coordinators are seen as the main pastoral care and administrative organisers for students in their Houses. They share these basic responsibilities with Pastoral Care teachers and together develop a spirit of care and involvement that encompasses the total life of a student. House Coordinators have first responsibility for the development and maintenance of the

tone, study habits, standards of discipline, academic, sporting and personal achievement of each student within their House.

Pastoral care is the first focus of House Coordinators and the standard of this care is reflected in their association with each of their students on a variety of levels – social, academic, sporting and spiritual. Pastoral care involves the living out of those Gospel values of compassion, leadership, a striving for excellence, forgiveness and justice, all of which Christ evidenced in His dealings with people. It means regarding the student as a fellow traveller in Christ's footsteps, as individuals with an inherent spiritual value and identity.

By this definition, pastoral care does not happen at a set time, in a set place and cannot be timetabled. It is rather the motivation behind, the rationale of, and the consequence of, the on-going relationship between the carer and the cared for.

The House Coordinator will

- Be professionally competent, i.e. demonstrate excellence in teaching
- Be aware of the goals and aims of Catholic Education
- Strive to live a lifestyle which by its witness and example is compatible with the Gospels
- Foster students' growth towards full humanity as described in the College Mission Statement
- Provide Christian Leadership in the performance of managerial/administrative duties
- Be committed to Christian Leadership through vision, service and example
- Be committed to the religious dimension and personal care climate of the school.

It is the particular responsibility of the House Coordinator

- To ensure that the College's program of personal care for its students, its practice of justice and compassion, its implementation of behaviour management is rooted in the daily life of all students and teachers in the House.
- To ensure that reasonable consistency in the above is achieved between Houses through very effective communication with other House Coordinators under the guidance of the Assistant Principal Students

Duties and responsibilities particular to the House Coordinator will be

- Being responsible for the welfare of their particular House through personal commitment to each student's worth, dignity and vocation and to his reaching for excellence in every dimension of his life
- Maintaining a balance of academic, sporting and cultural involvement of students within the House
- Having interviews with students identified as experiencing social/academic problems
- Attending to student needs and development and assisting students requiring special help
- Supporting the goals and work of the staff coordinating retreats and House camps.
- Adopt an active/reflective approach to his/her work to ensure continual improvement of practice.

LEADERSHIP AND FORMATION

- Providing leadership and support to the Pastoral Care teachers assigned to each House
- Maintaining close liaison with PC Teachers in the particular Houses, to discuss matters of common House interest
- Encouraging high standards in all aspects of College life, as has been the tradition of the College
- Providing the orderly environment which is essential for fostering learning and in which students feel secure.
- Actively participate in the development of Year 11 & 12 students especially in their role as student leaders within the House and the College
- Facilitate the induction of new students into the House

- Place particular emphasis on the vital task of welcoming new Year 8 students into the House and the College

ADMINISTRATION

- Working closely with the Principal and other members of the College Leadership Team keeping them informed of events and issues particular to the House
- Liaising with Learning Area Coordinators on curriculum matters
- Liaise with the Assistant Principal Mission as required on Liturgical celebrations, House Liturgies or class Eucharists as necessary
- Oversee fund raising by students from the House in keeping with College policy
- Keeping subject teachers informed on internal House matters
- Coordinating the compilation of individual student's profiles and maintaining their accuracy
- Regular monitoring of the Behaviour Management Data base for students in their House
- Holding interviews with parents and / or students, particularly those in need of special assistance
- Being available for difficult disciplinary cases referred by tutors and / or subject teachers
- Conducting House Assemblies
- Being responsible, in conjunction with the PC teachers, for the dress and deportment of students
- Being responsible, in conjunction with the tutors for the care and maintenance of College furnishings used by the House
- Meeting regularly with other House Coordinators and the Assistant Principal Students to strive for a uniform approach, to monitor the climate of the College and to give and receive mutual support relevant to the role. The Principal will attend these meetings when possible

GENERAL

The Principal may direct other reasonable and relevant duties from time to time.

The College reserves the right to modify the position to meet its operational needs.