



House Coordinator Duty Statement

Role Purpose

A House Coordinator is responsible for leading and facilitating the safety, health, wellbeing and development of students in their House. They are responsible for the day to day support of students in their House from Years 9 to 12. The House Coordinator will provide assistance to the Pastoral Care Advisor for the House. The Pastoral Care Advisor has responsibility for the day to day welfare of students in their House in Years 7 and 8.

The House Coordinator is responsible for participating in the leadership, development and promotion of the ethos and character of this Catholic school established by the Missionaries of the Sacred Heart (MSC). A House Coordinator at Daramalan College is a facilitator of the spirit of Family at Daramalan College.

The House Coordinator will report to the Assistant Principals Student Welfare and will be a member of the Pastoral Care Team that leads Pastoral Care in the College.

Qualifications, Values and Competencies

- Qualities of concern for others and an ability to command the respect of students
- Integrity and professionalism
- An understanding of and value for MSC Spirituality and an ability and willingness to help lead the school in the MSC Spirit
- A value for the sacredness of each person and an attentiveness to the aspirations and needs of individuals
- A strong work ethic
- An ability and willingness to effectively lead and administer to students in their House
- An ability and willingness to work effectively with other Pastoral Care staff to help provide a high level of care for all students and a climate of order and appropriate, respectful and polite behaviour
- Effective communication skills including conflict resolution
- An ability and willingness to relate to students and other members of staff with compassion, availability, and understanding to promote an atmosphere of family, friendship and collegiality
- An ability and willingness to communicate effectively with parents
- Appropriate technology skills
- Sound personal organisation including attributes of punctuality, appropriate grooming and an ability to meet work deadlines and targets
- A commitment to undertake ongoing professional development.

Major Responsibilities

1. Leading, developing and maintaining the ethos and character of the College.
 - Demonstrate an understanding of and value for MSC Spirituality and an ability and willingness to help lead the school in the MSC Spirit.
 - Create positive relationships with students, staff and parents that embrace the key values of the Spirituality of the Heart.

2. Leadership of the House, pastoral care staff and the pastoral program across the College.
 - Contribute to the leadership of Pastoral Care across the whole school including the review, development and implementation of school-wide policies.
 - Develop a positive House spirit and provide leadership of House events.
 - Coordinate and lead a team of Teacher Advisors (TAs) and a Pastoral Care Advisor with regard to events, programs and the Pastoral Curriculum.
 - Provide support and guidance for the Pastoral Care Advisor and Teacher Advisors in the House.
 - Work with other House Coordinators and Pastoral Care Advisors to plan for and run year-based activities.
 - Be an active presence in the College and at key College and House events.

3. Leadership of the safety, wellbeing and the development of students in Years 9-12 in their House.
 - Work closely with individual students and their families to assist them with their individual needs.
 - Develop a broad knowledge of the students in their House in Years 9-12.
 - Communicate effectively with students, parents and staff of the College regarding student matters and event information.
 - Provide appropriate and timely feedback to students and parents about the safety and wellbeing of students and their academic progress.
 - Ensure that the Assistant Principals Student Welfare are kept well informed in a timely manner about issues relating to students' welfare.

4. Provide a climate of order and appropriate, respectful and polite behaviour.
 - Work with staff, students and parents in administering the behaviour management policies and procedures of the College.
 - Communicate expectations to students, staff and families effectively.
 - Maintain open and productive communication with the staff in relation to student welfare issues.

5. Other
 - Complete administrative tasks associated with students and events accurately and in a timely manner.
 - Participate regularly in professional learning relevant to pastoral care and MSC spirituality.
 - Model excellent teaching practice and interactions with all members of the college.
 - Remain current in use of technologies.

Selection Criteria for House Coordinator

1. Appropriate qualifications and relevant experience for the role.
2. Willingness to support, promote and undertake on-going formation in MSC Spirituality.
3. Proven ability to lead others and to work collaboratively as a team member.
4. High level management and administrative skills including the ability to communicate clearly and confidently, to meet deadlines and to lead staff.
5. Evidence of the ability to facilitate a harmonious working environment and to manage conflict resolution.

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