



ROLE DESCRIPTION

House Coordinator

Position Title	House Coordinator
Reports To	Director of Pastoral Care, Assistant Principal Pastoral Care
Direct Reports	House Pastoral Tutors (PT) teachers
Position Level	Coordinator, on-going. The role comes with a 0.6fte teaching load.

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 as well as taking ownership of year group activities. The House Coordinator will provide assistance to the Pastoral Care Advisor for the House, who is responsible for the day-to-day wellbeing 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).

The House Coordinator will report to the Director of Pastoral Care and the Assistant Principal Pastoral Care and are responsible for contributing to the leadership of Pastoral Care in the College.

1. Qualifications, Values and Competencies

- Willingness to be a leader in a MSC community
- Ability to earn student respect while valuing each person's sacredness
- Integrity, professionalism, and strong work ethic
- Effective leadership and collaboration with Pastoral Leaders and Pastoral Tutors
- Strong communication skills with students, staff, and parents
- High personal organisation and commitment to professional development

2. Key Responsibilities

- Understand, value, and promote MSC Spirituality within the school
- Develop a broad knowledge of the students in their House in Years 9-12
- Build strong, positive relationships with students, staff, and parents
- Foster positive House spirit and lead House events
- Lead the safety, wellbeing, and development of students in Years 9-12
- Communicate in a timely manner with students, parents, and staff about student matters and events
- Serve as the first point of contact for behavioural matters for students in their House
- Facilitate communication and implementation of College policies, procedures and agreed practices to enhance respectful relationships and promote learning behaviours

- Ensure that the Director of Pastoral Care is kept well informed, and in a timely manner, about serious issues relating to student wellbeing or behaviour
- Utilise restorative practices when dealing with student matters
- Participate in professional learning relevant to pastoral care and MSC spirituality
- Work collaboratively with other the Pastoral Leaders, Inclusive Education Team and school counsellors to support student needs
- Develop, manage and communicate with relevant stakeholders regarding student Personalised Plans
- Ensure accurate pastoral care records are maintained for all students in their House
- Contribute to the review, development, and implementation of school-wide pastoral care policies

Selection Criteria for House Coordinator

1. Willingness to support, promote and undertake on-going formation in MSC Spirituality
2. Appropriate qualifications and relevant experience for the role, including registration with TQI and valid WWVP
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 and to meet deadlines
5. An understanding of current legislative requirements concerning Safeguarding and the National Child Safe Standards

Daramalan College has zero tolerance for child abuse, neglect, and other harm, and we are committed to providing and maintaining a child-safe culture within all aspects of our community. All candidates are subject to legislative and College screening processes and successful candidates must comply with School policies and relevant legislation relating to child protection.

(Updated September 2024)