



Position Description

## HOUSE LEADER

Position title	House Leader
Reports to	Deputy Principal – Students
Position of Leadership	Level 3
Time Release	12 periods per cycle

## Role Description

The House Leader at Assumption College is a pivotal pastoral leadership position dedicated to fostering a nurturing and inclusive environment that aligns with the College's Catholic ethos and Marist values. This role focuses on the holistic development of students - spiritually, emotionally, socially, and academically, within their respective House. By promoting a strong sense of belonging and community, the House Leader ensures that each student is supported and encouraged to reach their full potential.

House Leaders play a key role in supporting students to strive for personal excellence in the classroom, in co-curricular activities, and in their contribution to the wider community. They maintain high expectations for conduct, engagement, and achievement, and work to ensure that every young person is known, valued and inspired to become the best version of themselves. They also support staff in their work of educating and forming students by modelling relational leadership and using evidence-based approaches, including restorative practices, positive psychology, and respectful relationships education, to enhance wellbeing and learning outcomes.

Collaborating closely with the Directors of Students, Learning Mentors, the Wellbeing Services Team, and the broader College community, the House Leader implements effective pastoral care strategies, monitors student wellbeing, and contributes to the continuous improvement of the College's pastoral programs. In demonstrating a commitment to continuous professional learning, they ensure compliance with legislative and curriculum requirements while modelling the value of lifelong learning.

All House Leaders are expected to uphold all legislative obligations related to Child Safeguarding and Occupational Health and Safety, in alignment with College policies.

## Key Areas of Responsibilities

The House Leader is responsible for:

- Promoting a culture of care, high expectations, and personal excellence by supporting the academic, social, emotional, and spiritual growth of each student in the House, encouraging them to become the best version of themselves.
- Collaborating with Learning Mentors and College staff to implement proactive wellbeing programs that integrate restorative practices, positive psychology, and respectful relationships education to enhance student engagement and community connectedness.
- Leading and cultivating a strong House identity and spirit that inspires pride, belonging, and active participation in both College life and the wider community.
- Monitoring student wellbeing and progress using data and observation, responding with timely interventions, referrals, and collaboration with families, Wellbeing Services, and teaching staff.
- Supporting the professional growth of staff within the House by fostering strong partnerships, modelling relational and emotionally intelligent leadership, and upholding consistent expectations and policies.
- Actively contributing to College leadership structures and strategic planning processes, ensuring alignment with the College's Catholic mission, Marist values, and vision for student wellbeing and achievement.
- Maintaining open, constructive communication with parents and carers, responding to concerns and celebrating student success to foster strong home-school partnerships.

## Key Duties

- Work collaboratively with other House Leaders and members of the Student Wellbeing Team to ensure consistent and high-quality care for all students.
- Provide guidance to Learning Mentors in supporting the holistic development of students, ensuring they implement key College policies, expectations, and wellbeing practices effectively.
- Actively respond to student, staff, and parent concerns in a timely and professional manner, ensuring consistency and clarity in all interactions.
- Conduct regular House staff meetings and maintain a visible presence in the yard and mentor groups to foster positive student-staff relationships and monitor student engagement.
- Organise and oversee House activities, assemblies, and events that promote House culture, student leadership, and community celebration.
- Support the smooth transition of new students into the House, ensuring they feel welcomed and connected, in alignment with College transition procedures.
- Apply student management strategies and processes consistent with the College's approach to supporting student behaviour, supporting both students and staff in upholding behaviour expectations and resolving conflict constructively.
- Collaborate with Learning Leaders to monitor student engagement and academic progress, ensuring students are working productively in class and that teachers are providing appropriate support, differentiation, and encouragement to maximise learning outcomes.

- Liaise with teaching staff and personalised learning staff to monitor academic progress and ensure students are engaging meaningfully with their learning.
- Assist the Director of Students (Years 7 -9) and Director of Students (Year 10 -12) in planning and implementing events and programs for respective year levels.
- Monitor and support students and families experiencing challenges by coordinating with the Wellbeing Services team, Pathways Team, Personalised Learning Team and external supports where appropriate.
- Work with the Pathways team and teaching staff to support subject selections and course adjustments, particularly at key transition points.
- Oversee the House budget responsibly and coordinate administrative tasks such as record-keeping, communication, and reporting.
- Actively support whole-school initiatives and College events as a member of the broader leadership team.
- Any other duties as outlined by the Principal.

## **Membership**

The House Leader is a **member of the following teams:**

- Student Wellbeing Team

They work **in collaboration with:**

- School Improvement Team
- Wellbeing Services Team
- Learning and Teaching Team
- Pathways Team
- Personalised Learning Team
- Learning Mentors
- Teaching and Allied Staff

## **Positions that report to the House Leader**

- Learning Mentors
- House Support Staff