

WMYC and WSSC Position Description

Job Title	LT House Leader		
Line Manager	Assistant Principal Student Operations	Year	2018

Purpose of Position

The House Leader is responsible for the leadership of their team of teachers and students: including programs and activities related to student achievement, engagement, transition and wellbeing, and implementing and managing priorities set out in the College's Strategic and Annual Implementation plans.

Objectives

- To create a safe, supportive and positive learning environment in which students and teachers are engaged, challenged and inspired
- To foster a strong collegial Professional Learning Community to support teachers in the team
- To establish and promote high expectations and a positive tone by continuously challenging the status quo and raising the standards of student achievement
- To maintain a consistent and responsive approach to student management and welfare in the context of student pathways
- To effectively monitor student progress, identify needs, recognise achievements and communicate progress to parents
- To implement a clearly communicated and effective transition process for students transitioning into, moving between year levels and exiting the college
- To apply a continuous improvement approach to the policies, processes and programs related to this role

Major Areas of Responsibility

- Visible leadership
- Contributing to the staff performance review, VIT mentoring and induction processes
- Strategic direction for student management and welfare within a House structure
- House management
- Staff leadership, development and support
- Promoting and monitoring student achievement
- Transition

Key Tasks

Visible leadership

- Lead and manage the implementation of whole-school improvement initiatives related to school and DET priorities (including, but not limited to DET Values, Child Safe Standards and Respectful Relationships)
- Model high levels of educational leadership, promoting a safe, positive and inclusive environment for all staff, students and members of the community
- Implement the college learning and teaching pedagogies and support the ongoing development of all staff through feedback, coaching and making yourself available to be observed in your classroom practice
- Implement ongoing monitoring and tracking of progress for programs implemented within your role and provide relevant data as appropriate (e.g. Census, Annual Reports, attendance, program review recommendations)
- Lead the development and review of school policies and processes and ensure these are consistently implemented by all staff

Contributing to the staff performance review, VIT mentoring and induction processes

- Lead allocated staff through the staff review process
- Support allocated staff through the VIT mentoring process
- Contribute to the staff induction process as appropriate
- Lead staff in professional development and implementation of both college's teaching & learning expectations

Strategic direction for student management and welfare within a pathways approach

- Develop in students and parents the culture and the ethos of our school as it is articulated in the strategic plan
- Contribute to the development and implementation of school strategic priorities and goals and be responsible for the collection, analysis and interpretation of relevant data for the school's Annual Report.
- Establish a vision and development plans for student pathways management and welfare that set clear goals and targets
- Use a continuous improvement approach to monitor the effects of development plans and review and refine policy and procedures for student pathways management and welfare

House management

- Carry out the administrative tasks required in the management of a House, such as enrolment and induction, student handbooks, student electives, class groupings, etc., to ensure the needs of students are being met
- Counsel students as needed, utilising external resources when required; liaise with parents, the wellbeing team and the Principal Class.
- Organise camps, excursions, special programs and extra-curricular activities as appropriate to the identified needs of the relevant House
- Promote student participation in activities in forums such as assemblies, the school newsletter and local media
- Prepare funding submissions and manage the disbursement of funds from appropriate budgetary sources.
- Delegate for the Assistant Principals and carry out other duties as required
- Communicate College policies/procedures, expectations, student achievement and events to parents on a regular basis

Staff leadership, development and support

- Provide general leadership to staff consistent with the school vision, goals and priorities including the pathways approach to student management through the school
- Lead respective assistant House Leaders ensuring the support needed for the delivery of school expectations
- Take the lead role in all activities associated with your House
- Support teachers to develop a toolbox of strategies for assisting teachers with taking responsibility for classroom student management and engagement
- Manage individual students where their behaviour and wellbeing concerns are beyond the scope of a classroom teacher
- Participate in professional development that enhances the role
- Leading and managing the provision of professional learning and developing individual and team performance and development plans
- Promote and lead the development of appropriate professional development activities
- Leading and managing the implementation of the school and DET operations and policies related to student welfare and discipline, including but not limited to the Child Safe Standards
- Lead the development and consistent implementation of student welfare and discipline policies and processes across the school

- Leading and managing the implementation of the school operations and policies related to student welfare and discipline
- Lead the development, review and management of the school code of conduct
- Maintain thorough and accurate records of all students (e.g. SSG notes)
- Ensure all students in your House have an up to date CAPS plan and ILP as necessary
- Lead students and teachers in restorative practices and SWPBS (WMYC)

Promoting and monitoring student achievement

- Establish and operate processes that monitor student progress, engagement, attendance, encourage goal setting with high aspirations, that identify and respond to individual needs and interests and effectively communicate progress to parents.
- Recognise and promote student success and achievement through positive feedback and the utilisation of forums such as assemblies, award ceremonies, parent information evenings, bulletins, newsletters and the local media
- Liaise with the Inclusive Coordinators and Wellbeing staff to ensure the individual needs of students are met
- Communicate with families and agencies via Student Support Group meetings
- Plan, implement and evaluate wellbeing and engagement programs for students as required, involving relevant school and community stakeholders
- Utilise performance data from College-wide systems (e.g. SiMs)
- Organise assemblies, awards ceremonies, formals and other events where necessary
- Monitor Year 12 Study Centre to ensure a positive study environment (WSSC)

Transition

- Implement, review and refine transition processes within the College
- Develop effective communication channels and relationships with other personnel, particularly the curriculum area leaders
- Identify and promote opportunities to promote student leadership and role modeling activities
- Liaise with the Inclusive Coordinators throughout the transition and pathways program