Rosebank is a Good Samaritan Independent Secondary Catholic College in the Benedictine tradition, committed to the successful integration of e-learning and innovative pedagogy across the Curriculum.

Applications are invited from people with a passion and flair for teaching for the following full time position:

**House Coordinator (2pt)**

**Commencing: Term 1, 2018**

**Key Selection Criteria:**

- Work with families and young people in the provision of successful Pastoral Care
- Create a strong sense of House identity and community
- Maintain and implement the student management framework
- Demonstrate an appreciation of the needs of adolescent boys and girls across all years of High School
- Work effectively with young people to develop successful learning habits,
- Utilise excellent communication and interpersonal skills and work effectively within a team environment to support the Catholic ethos and learning culture of the College

**Closing date for applications: Monday, 21 August 2017**

Applications must include a Cover Letter and at least 4 contactable references posted or emailed to:

The Principal, Rosebank College
1a Harris Rd, Five Dock NSW 2046
principal@rosebank.nsw.edu.au

For further information and a full role description visit our website: www.rosebank.nsw.edu.au

The successful applicants will be subject to Employment Screening under the Child Protection Legislation.
Core Role Purpose and Accountability

The House Coordinators are responsible to the Principal through the Dean of Pastoral Care. As pivotal members of the Pastoral Leadership Team, the role of House Coordinators exists to ensure and promote the wellbeing of students, individually and as a member of the House. House Coordinators provide key leadership of Home Room teams in effecting administrative compliance and coordinating the Pastoral Care program for the House group. Their role is integral to the management of student behaviour and achievement within the school.

Role responsibilities

Providing Spiritual and Religious Leadership by:

- Ensuring that the content and implementation of the Pastoral Care program in consistent with the Gospel and Benedictine values
- Working with Homeroom Teachers to ensure suitable daily opportunities for prayer are created and other class or House liturgies are organised throughout the year
- Leading the House group in the selection of a cause for Social Justice collections or other fundraising initiatives and facilitating this process in collaboration with the Dean of Mission
- Working with the Middle School and Senior School coordinators and the Dean of Mission in developing a program for each Year reflection day
- Participating in the design and implementation of Camps and the senior Retreats.

Developing the College learning community by:

- Support of the students in achieving the outcomes of the College’s e-learning program by ensuring student compliance with the requirement of having a charged laptop each day for class
- Managing a team of Home Room Teachers and acting as a referral person in the full implementation of College policies regarding student management or pastoral care
- Assistance with the monitoring of the correct use of student diaries by ensuring that diaries are being used to manage homework and that parents are aware of student behaviour as noted in the diary
- Engaging in professional learning and dialogue relating to student well-being

Providing innovative leadership by:

- Participating actively in the development and implementation of the College’s strategic plan
- Managing their team of Home Room Teachers to lead the development, implementation and evaluation of a systematic program of Pastoral Care
- Attending and contributing to Pastoral Leadership Team meetings to review and improve College structures and processes relating to Pastoral Care
- Implementing and managing the Student Leadership Program in consultation with the Deans of Pastoral Care and Mission including the preparation for and election of leaders for SRC, Service groups and House captains.

Promoting quality relationships by:
• Adopting a high “profile” with students under their care by being visible to and with students in the House.
• Managing the welcome, orientation and induction of new students to the College community
• Liaise with parents regarding any difficulties in the implementation of College policies by students.
• Attendance at Year specific event such as reflection days, camps, information evenings on a rotational basis
• Being familiar with personal student and family information and communicating as appropriate to the appropriate staff
• Meeting regularly with the Dean of Pastoral Care to discuss overall organisation, morale and engagement of students and as a means of mutual briefing and on-going effective evaluation
• Working with student House Leaders in the effective carrying out of their activities and in furthering the spirit of the House
• Coordinating regular House Assemblies.

Providing organisational leadership by:

• Assistance in the smooth administration of home-school communication including the collection of return slips promptly
• Allocating students and creating Home Room lists for the beginning of each new year and for new students as they enrol
• Overseeing the correct and timely completion of student attendance information for the House as well as noting and following up patterns of poor attendance and/or punctuality
• Maintaining records on students in the House in relation to student management procedures and well-being
• Implementation of the student management framework including the follow up on detention attendance
• Monitoring the grooming, uniform, punctuality, attendance, conduct and general welfare of students in their House group;
• Ensuring that College policies on all student expectations are clearly communicated to Home Room Teachers and to students so that they are effectively implemented
• Managing with the team of Homeroom teachers the preparation of all Pastoral reports for students in their House and overseeing administrative tasks involved with the completion of reports
• Managing the College’s student locker system through Homeroom teachers