

POSITION DESCRIPTION

HEAD OF HOUSE

Position Title	Head of House
Tenure	3 years
POR Allowance	Band 2, Level 2 per Wilderness School Enterprise Agreement 2025
Time Allowance	0.26FTE
Reporting to	Deputy Principal – Student Experience

Wilderness School is a non-denominational girl's school educating students from Early Learning Centre through to Year 12.

Since 1884, Wilderness School has prepared girls to be adventurous, courageous, responsible and respectful learners and leaders. The legacy of our Founders, the Misses Browns, continues today and is a rich and integral part of our School culture.

Staff members at Wilderness School are required to uphold our values

- Respectful Relationships
- Responsible Citizenship
- Adventurous Learner
- A True and Courageous Self

Staff are also required to uphold the reputation of our school and community by:

- Conducting their relationships with respect and kindness
- Demonstrating high behavioural, moral, ethical and professional work standards
- Working together to successfully manage change

At Wilderness School, we have a shared definition of leadership and are committed to the growth of others. We are:

- Respectful leaders who demonstrate kindness and empathy and form healthy fulfilling relationships with others, honouring their dignity.
- Responsible leaders who are trustworthy and reliable. We understand others' rights and act with integrity, matching our purposes with congruent actions and words.
- Adventurous leaders who are reflective, self-authoring, values driven and purposeful.
- True and courageous leaders who are agents of growth and change. We are committed to the ongoing growth of our leadership and team members.

Role Purpose:

To effectively lead and manage their House in accordance with the Mission, Vision, Values and the Strategic Priorities of Wilderness School. Heads of House are members of the Pastoral Care Leadership team of Wilderness School.

Heads of House are responsible for the oversight of each girl’s wellbeing in their House, the innovative and successful functioning of Form, liaison with parents, external agencies and senior management. The Head of House is the main point of contact for parents and teachers, working in a team with the Form Teacher and the Heads of School to ensure that each girl’s progress is monitored on an individual basis. There is a teaching component to this role.

<p>Key Duties</p> <ul style="list-style-type: none"> • Manage all House events (e.g. House Days, Breakfast events, lunch events) • Assist with student management for school events such as Swimming Carnival, Athletics Carnival and Cross Country). • Organise and facilitate House Meetings. • Manage House Captain Leadership positions. • Review reports for all girls in designated House. • Work directly with Student Counsellor when students have wellbeing/counselling needs. • Oversee Form teachers and manage Form program. • Provide induction to new Form Teachers. • Attend HOH weekly meetings. • Attend HOH/HOS Term meetings. • Contact and meet with all new parents/students for House. • Manage Buddy Program for respective House. • Ensure co-curricular timetable is managed for students in House. • Allocate House Service Awards. • Monitor student attendance. • Monitor student wellbeing via Komodo check in’s and follow up where necessary and appropriate. • Track academic progress and communicate with staff about students’ needs. • Attend School activities (e.g. Valedictory Service, Birthday Dinners for boarders, Information evenings and Welcome Breakfast, Intercols, HOR and Formal) • Upload student information to VERUS. • Manage House budget.
<p>Pastoral Leadership</p> <p>Heads of House lead the pastoral care of Middle and Senior Students.</p> <p>Share the Vision</p> <ul style="list-style-type: none"> • Model ownership, promote and communicate the Mission, Vision, Values and the Strategic Priorities of Wilderness School. <p>Use Judgement</p> <ul style="list-style-type: none"> • Make informed and considered decisions regarding the wellbeing of students in their care. • Determine the appropriate nature of support to be provided and ensure this is followed through in a timely way. <p>Decision Making</p> <p>Demonstrate accountability, responsibility, ethical practice and conformity to the principles of natural justice in decision making.</p>
<p>Building Community</p> <p>Heads of House foster an environment which builds and maintains positive relationships throughout the whole School community that is characterised by mutual trust and respect.</p> <p>Build Cohesion</p>

- Build cohesion in each House so that the relationships between all girls and staff in the House are respectful, strong and supportive.
- Nurture in each individual girl in the House a belief that she is important and cared about by the Head of House. This includes concern for her academic, social, emotional, spiritual and physical wellbeing.
- Build a cohesive team of staff members who will assist with the care and guidance of each girl's wellbeing.
- In partnership with the Heads of School, manage a designated year level pastoral care program to be delivered by Form teachers.

Facilitate Teamwork

- Create a cooperative team environment among House staff in which all members receive sufficient direction to enable them to take responsibility for team tasks.
- Lead Form teachers to deliver high quality programs.

Represent the School

- Ensure that the School's Values are clearly articulated and that a positive image of the School is maintained in House.
- Develop and sustain a positive image and profile within the Wilderness School community.
- Collaborate with the Heads of School and School Psychologists ensuring Shared Concern protocols are followed when dealing with students' relationship issues.

Manage Conflict

- Provide an environment in the House which is safe, inviting and inclusive.
- Apply the Wilderness School Respectful Relationships policy when managing conflict.
- Identify conflict at an early stage and problem solve in a timely manner.
- Facilitate conflict management strategies to enable mutually beneficial solutions.
- When appropriate refer to appropriate specialist personnel (e.g. School Psychologists for counselling services).
- Demonstrate patience and persistence when pursuing goals and resolving issues.
- Ensure appropriate documentation is maintained.

Trust and Respect

- Model trust and respect for others in the House.
- Ensure professional relationships with members of staff are characterised by respect.
- Respond to the concerns of teachers and girls with sensitivity and confidentiality.

Communication

Heads of House foster effective communication by leading, involving, listening and informing. They demonstrate effective written and oral communication skills, including the ability to listen and to empathise. Their approach to communication encourages consultation and discussion.

Communicate

- Adopt the highest standard of respectful communication in all interactions.
- Develop and use communication strategies to meet the information requirements of staff and the School community.
- Listen effectively to ensure mutual understanding.
- Ensure that all data concerning each girl is conveyed to all relevant personnel and that accurate and confidential records are uploaded on VERUS.

Communicate with Staff

- Promote and maintain collaborative and reflective practices.
- Regularly brief Form teachers on House goals, plans and operational issues to minimise ambiguity and uncertainty.
- Clearly define and communicate the roles, functions and responsibilities of Form teachers.

Communicate with Parents

- Provide a link between each girl's parents and the School.
- Communicate with parents about the progress of their daughters.
- Respond to parents in a timely fashion (within 24 hours).
- Liaise with parents, student and staff to resolve concerns.

<ul style="list-style-type: none"> Encourage the staff and School community to strive for high standards and quality educational outcomes. Ensure that sensitive and contentious information about girls is managed professionally and that high standards of confidentiality are maintained.
<p>Personal Accountability</p> <p>Heads of House reflect on personal accountability and plan for their own continuing professional learning. Demonstrate Leadership Accountability</p> <ul style="list-style-type: none"> Recognise and apply their strengths and address areas for continuing professional learning. Demonstrate integrity and apply ethical practices. Demonstrate self organisation and a high degree of personal accountability. Be open to receiving feedback and willing to reflect on and modify their professional practice in response to feedback.

Qualifications, Skills and Experience:

<p>Qualifications and Experience</p> <ul style="list-style-type: none"> Academic qualifications, suitable experience and a background relevant to the role, including maintaining a South Australian Teaching Registration Certificate with the Teacher’s Registration Board SA. Extensive experience in teaching at Secondary level and a strong record of performance in a subject area. Excellent interpersonal skills and ability to relate effectively to students, staff, parents and community members. Demonstrated capacity to foster independence, resilience, leadership and responsibility Openness to new ideas.
<p>Personal Qualities</p> <ul style="list-style-type: none"> A commitment to continuous professional learning in the field of education analytics. Outstanding written and oral communication skills, coupled with highly developed interpersonal skills. Outstanding organisational skills, planning, analytical and strategic thinking capabilities. Personal sense of initiative, enthusiasm and energy. Proven capacity to operate in a respectful, collaborative, professional, confident and discreet manner. Openness to new ideas, responsiveness to emerging opportunities and issues. Innovative practice, lateral thinking, change management and use of initiative. Understanding of and commitment to the ethos of Wilderness School. Evidence of ethical behaviour in all professional duties.
<p>Conditions</p> <ul style="list-style-type: none"> Some out of hours’ work is an essential component of this role. Work from any other metropolitan location as required. Current registration or ability to be registered with the Teacher’s Registration Board of South Australia. First Aid Certificate. The School reserves the right to modify and adjust position descriptions to meet its operational and strategic need. The successful applicant will be required to undergo a Working with Children Check and Responding to Risks of Harm, Abuse and Neglect Training. In addition, you are required to adhere to the School’s Child Protection Policy.

Acknowledgement:

I have received, reviewed and fully understand the position description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Signed:

Date:

Print Name: