



**HEAD OF HOUSE (CLAN GUARDIAN)**

**JOB & PERSON SPECIFICATION**

**OCTOBER 2024**



# Head of House (Clan Guardian)

## 1. POSITION

Position Title:	Head of House (Clan Guardian)
Reporting to:	Dean of Senior Years (Students in Year 10-12)
College Department:	Barr Smith Campus
Direct Reports:	Nil
Tenure:	5 years
Enterprise Agreement:	Seymour Enterprise Agreement 2023 or subsequent agreement

## 2. POSITION SUMMARY

The Clan Guardian, in conjunction with the Head of Barr Smith Campus, and Dean of Senior and Middle Years is responsible for fostering a nurturing environment for students via the Clan structure by establishing supportive relationships, systems and structures to ensure the highest levels of pastoral care. There is a teaching component to this role.

From their establishment in 1927, the Clans have been an important part of the College and its Scottish tradition. The four Clans are Bruce, Douglas, Stewart and Cameron.

## 3. KEY ACCOUNTABILITIES

### Student Care

- Establish effective relationships with Year 10-12 students in the Clan.
- Monitor and support the well-being of Year 10-12 student in the Clan and identify and manage any potential issues that arise.
- Liaise with the Exceptional Learner's team to monitor students on Individual Learning Plans.
- Liaise with classroom and Home Group teachers on matters concerning the welfare, progress, and behaviour of individual students.
- Communicate effectively with all members of the pastoral care team and exceptional learner's team about students' needs to develop effective student management plans, as required.
- Work with individual students to support them in meeting behaviour and uniform expectations.
- Provide low intensity personal counselling to Year 10-12 students in the Clan.
- Refer high level matters and/or students at risk matters to the Dean of Senior Years and/or Head of Barr Smith Campus.
- Refer students to the College Psychologist/Counsellor including fulfilling child protection reporting requirements.
- Liaise regularly with the College psychologist and counsellors.

- Liaise with the Deans of Middle and Senior Years to ensure they are briefed on matters of importance and in a timely manner.
- Communicate with the Principal and Deputy Principal Wellbeing and Operations on high level matters of concerns including students at high risk and child protection matters.
- Communicate with parents to assist them in supporting their daughter's development and wellbeing.
- Mentor student Clan leaders in planning and running Clan events.
- Assist students to address the inherent complexities of personal relationships;
  - encompasses principles, policies and processes for planning, development, mapping, and evaluation.
  - fosters collaboration between students and staff.
- Ensure that the academic concerns are directed to the relevant Head of Department and Head of Academics.

### Leadership

- Be an exemplary professional role model for staff and students.
- Respond optimistically and strategically to the changing education sector.
- Contribute to the writing of the wellbeing curriculum/preparation of Home Group activities (in conjunction with the Deans and Head of Campus).
- Assist in planning and conducting orientation activities and transition programs for Clan.
- Be a visible presence during the day moving through the Barr Smith Campus, actively monitoring behaviours and grounds and intervening as necessary to manage the adherence of students and align to the Behaviour and expectations of the College.
- In conjunction with the Head of Barr Smith Campus, Deans of Middle and Senior Years, and Middle Years Guardian devise, implement and lead a pastoral care program and approach that:
  - is responsive to the needs of groups and individual students.
  - is relevant and in line with the goals of the College's Strategic Plan.
  - promotes the development of positive relationships.
- Ensure that students of the Clan are involved in relevant service work in the local, national/international community.
- Be actively involved in the student leadership process.
- Assist homegroup teachers to in addressing student concerning the welfare, behaviour and appearance of individual students as necessary.
- Build a sense of Clan connection and community across Year 7-12
- Organise and work with Clan Leaders in both the Middle and Senior Years to run Clan Connection Homegroup sessions
- Oversee weekly and/or fortnightly student Clan meetings.
- Mentor and lead Clan homegroup teachers in developing as professional practitioners and act as a role model for less experienced staff.
- Conduct and attend meetings to ensure that student Clan leadership teams are nurtured this may be specific Clan meetings or meetings across all Clans.
- Attend and actively participate in Clan Guardian/Pastoral Care meetings with a focus on improving systems and processes; exploring new opportunities for students to both excel and be recognised; and, sustain collegial relationships with those on the Pastoral Care Team.
- Consistently show support for school wide policy initiatives and strategic plans, both within and outside the College.
- Cooperate with the Head of Campus and other members of the staff in keeping with the values and traditions of the College.

- Work collaboratively with the Middle Years Guardian to ensure that all Clan Home Group teachers are aware of, and committed to, the Clan's and College's pastoral care principles and expectations.
- Assist with the regular review, revision and implementation of policies and procedures and structures.
- Direct and lead Clan staff in supporting Clan connection and Clan pastoral activities.
- Attend a range of College events regularly to support students including Intercol.
- Be available beyond student school hours for the purpose of meetings, professional reading and ad hoc availability to students and families.
- In collaboration with homegroup teachers and the Barr Smith Administrator, keep abreast of lesson attendance and punctuality for each student in the Clan following up with parents where patterns of absence, truancy and ongoing medical issues are evident.

#### Management and Administration

- Manage the administrative duties related to the position efficiently and in a timely manner including:
  - Maintaining individual student records including email correspondence and case management notes.
  - Thorough documentation of all programs and activities undertaken in the Clan.
  - Writing Year 12 references as required.
  - Providing written articles for Seymour News and other publications as required.
  - Nominating students for awards (internal and external) with supporting documentation.
- Plan, organise and lead Home Group teacher meetings and other team meetings to implement pastoral care objectives.
- Assist the Head of Barr Smith Campus in preparing the annual budget, as it relates to Clan and student activities.
- Plan and run major Clan events such as Clan birthday assemblies and lunch, Clan Choral, Clan Connection, Clan meetings and other Clan initiatives.
- Assist in the planning, oversight and running of Swimming Carnival, Sports Day and Clash of the Clans.
- Direct and lead Clan staff in supporting Clan activities.
- Coordinate the placement of Senior and Middle Years students within Clan groupings.
- Conduct initial investigations (Level 1 and Level 2) into potential incidents of misbehaviour by students in the Clan.
- Contribute to the strategic and administrative planning for the College.
- Ensure that accurate pastoral records are documented on SOCS.

#### The Learning Environment

- Provide a contemporary, relevant, and student-centred education.
- Provide a caring classroom environment of support for all students.
- Foster independent, resilient young people with a positive sense of self.
- Inspire within students a love of learning.
- Ensure teaching methodologies support critical thinking and problem-solving skills and facilitate independent learning.
- Identify and respond to the individual learning needs of all students to enable them to strive for personal excellence.

- Monitor individual student progress and promptly communicate any concerns to relevant staff and/ or parents.
- Report clearly and regularly to parents on their daughter's progress and learning outcomes.
- Actively integrate technology into teaching and learning.
- Foster outward-looking young people who are empathetic and active global citizens.
- Create opportunities for cross year level bonding and peer support.

#### Beyond the Classroom

- Attend staff and other scheduled school assemblies, meetings and information nights.
- Be involved in rostered duties such as yard duty.
- Be involved in the cocurricular program.
- Actively participate in camps, incursions and excursions.
- Attend College community functions and events as requested.
- Performs out-of-hours duties to fulfil the responsibilities of the position.

#### General Responsibilities

- Assist the Principal in fulfilling the aims and purpose of Seymour College, by supporting the philosophy and ethos of the College.
- Cooperate fully with the Principal and other members of staff in keeping with the values and traditions of the College.
- Participate fully in all of the College's professional learning and performance development.
- Demonstrate organisational, administrative and management practices appropriate to the position.
- Practice professional judgement and initiative commensurate with the role.
- Comply with legislative requirements and the Seymour Enterprise Agreement.
- Perform and carry out duties according to College policies.

#### Safeguarding Our Students

- Seymour College supports the rights of children and young people and is committed to ensure the safety, welfare and wellbeing of students.
- All employees of Seymour are required to familiarise themselves with the Child Protection Policy and Child Safe Code of Conduct. All employees have a responsibility for the promotion and safeguarding the welfare of students with whom they come into contact.
- Report directly to the Principal on any matters relating to Child Protection.

#### Communication

- Develop and maintain professional relationships with all staff.
- Interact respectfully with all members of the College community.
- Establish and maintain effective and ongoing communication with parents. This includes individual contact, as necessary, formal and informal reporting, and attendance at parent information and interview evenings.
- Communicate effectively with colleagues, members of the pastoral care team and learning support staff about students' needs.

### Workplace Health and Safety

- Seymour College is committed to ensuring the physical and psychological health, safety and wellbeing of our people. Employees (including contractors and volunteers) must comply with all legislative requirements in respect to Workplace Health and Safety and follow all policies, procedures and codes to ensure a safe and accident-free workplace is maintained.
- Inform the Director of Finance and Operations and Safety and Risk Manager about risk management issues as they arise.
- Participate in training, preparation and practice for responding to accidents, emergencies or other threats to safety or security of student, staff or other members of the College community.

## 4. SELECTION CRITERIA

### Qualifications Skills and Experience

- Appropriate academic qualifications, experience, and a background relevant to the role, including maintaining a South Australian Teaching Registration Certificate with the Teacher's Registration Board SA.
- Demonstrated experience in a similar role leading pastoral care and wellbeing initiatives.
- Demonstrated understanding of the development of adolescent girls and contemporary pastoral learning/wellbeing programs and curriculum.
- Proven experience using initiative, strategic thinking and problem solving.
- Demonstrated experience coordinating projects and working through processes and practices, explore opportunities and deliver results.
- Ability and skills in developing and executing programs, financial management and measuring performance.
- Demonstrated experience successfully engaging stakeholders, communicating, encouraging, and developing the ideas of others.
- Proven capability to work collaboratively and effectively in a respectful, professional, and confident manner.
- Demonstrated experience using technology for solutions.
- Provide First Aid in an education and care setting
- Current WWCC
- RRHAN-EC

### Personal Attributes

- Leadership – acts as a role model, inspires others, coaches, and mentors.
- Communication – promotes an environment of open communication. Has highly developed written, verbal, listening and presentation skills.
- Integrity and confidentiality – a high level of confidentiality and cultivates credibility and honesty.
- Change management – has the ability to create an open climate of creativity, innovation, and acceptance. Influences, negotiates and engages in a range of approaches to generate solutions and make informed decisions based on experience and facts.
- Adaptability and flexibility – adapts to changes in the work environment, manages competing demands and is able to adjust to frequent change, delays, or unexpected events with a positive mindset. Maintains a degree of flexibility in working hours as required for the position.
- Relationship Management – builds strong rapport with a range of stakeholders, works collaboratively and is respected for their ideas and the way they achieve results.

- Organisation – prioritises and organises, plans effectively and is responsive and efficiently uses time.
- Values – has close alignment with the values of the College and an ability to engage with dignity, integrity and empathy

#### Conditions

- Must be eligible to work in Australia
- Some out of hours' work is an essential component of this role.
- Work from any other metropolitan location as required.
- Intrastate and interstate travel may be a requirement of this role.
- All staff must satisfy child protection screening and adhere to Seymour College's Child Protection policy and procedures.

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*Due to the evolving operational needs of a school environment no position description can fully capture the complexity of tasks within the College. Therefore, this position description should not be seen as definitive, and some flexibility is required when using this position description. There will be other tasks and actions not mentioned in the position description that may be given from time to time or included in this role. All positions descriptions evolve and change over time, and we are committed to reviewing position descriptions on a regular basis to ensure they reflect the demands of the role and the contribution of employees.*

*Seymour College is committed to the safety and wellbeing of children and young people through the prevention, identification and reporting of child abuse and neglect. All candidates for roles at the College are subject to thorough screening and assessment to determine suitability and support of child safety. All employees, volunteers and visitors are expected to model and encourage behaviour that upholds the dignity and protection of students from harm. In applying for this role, you are asserting the accuracy and integrity of your application, including the complete disclosure of any matter that may be inconsistent with the safety and wellbeing of children and young people, or bring the College into disrepute.*



## HOW TO APPLY

Applications including a cover letter and CV should be addressed to Andrew Reed and Bernie Dyer. Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential discussion, please call (08) 8100 8827.

### **Please Note**

Your application will be automatically acknowledged by a return email.