



HALE SCHOOL

JOB DESCRIPTION

Date	August 2026
Position Title	Head of House (Day House)
Reports to	Head of Senior School / Director of Students and Leadership

Vision for Pastoral Care

An important foundation of Hale School is our pastoral care program and systems. In the Hale Senior School, our House System provides structures, relationships and a collective identity that facilitates quality pastoral care for boys in Years 8 to 12. While all the teaching staff have an important pastoral care role, the Heads of House provide key pastoral care support to boys in their House. Each Head of House focuses on encouraging each boy's academic growth while also fostering their social, emotional, and spiritual, development and wellbeing. This is achieved through the promotion of appropriate programs, strategies and frameworks that link directly to our vision for wellbeing and vision for learning, to broaden the experiences of each boy in the House. The Head of House also plays a pivotal role in communicating between parents, boys and staff with the intention of enabling boys to flourish.

All Heads of House are members of Hale School's middle management team and therefore play an important leadership role within the School community. Each Head of House has a responsibility to contribute to the ongoing development of the pastoral care systems within the School and the development of a strong working relationship with their Assistant Head of House. They are also responsible for fostering a strong House identity and fraternity through the development of their House Hub. Effective communication and decision making, ongoing collaboration and wise judgement are essential to this role.

Role

General Responsibilities

Each Head of House has a responsibility to exercise direction within the School by:

- **Building a community**
 - Knowing the boys in their House and developing and maintaining meaningful relationships.
 - Make strong connections with parents.
 - Assisting in the development of a sense of purpose, community, shared vision and values.
 - Developing a sense of belonging based on respect, connection and commitment within the House structure.
 - Supporting and encouraging participation, teamwork, mentoring and positive partnerships.
- **Encouraging a broad education for each student**
 - Closely monitoring the academic and pastoral pathway and encouraging a personal best mindset in each student in Years 10 – 12 in the House.
 - Understanding and promoting the scope and sequence of opportunities that exists for each student in these senior years.

- Encouraging and promoting student involvement in a broad range of co-curricular activities.
- Monitoring the engagement of each student in these activities.
- Attending and supporting School events which showcase members of the House.

- **Demonstrating Leadership**

- Actively strengthening and promoting the goals and values of the School.
- Establish and maintain effective professional relationships.
- Demonstrate a capacity and willingness to continually develop and improve practice.
- Demonstrating effective management skills.
- Being actively involved in the life of the School.
- Maintaining high standards and high expectations of themselves and members of the House.
- With direction from the Roundhouse, undertake projects that have the potential to improve the pastoral care provided at Hale School in accordance with the School Leadership and Wellbeing Frameworks.

Specific Responsibilities

In Day Houses, the Head of House will have oversight of the specific responsibilities as they relate to boys in Years 10 – 12. However, they retain overall responsibility for boys in Years 8 – 12, working closely with the Assistant Head of House.

1) Induction, Transition and Orientation

This involves the initial parent/student contact and orientation period. This is particularly important for Year 8 and Year 10 boys who are making the transition from the Year 7 Pastoral Care System or from the pastoral care of an Assistant Head of House. The main purpose of this process is to develop a positive rapport between the Head of House and the student and his parents. The Head of House should:

a) Induction

- i) Be aware of each student's academic history, family details and relevant medical information.
- ii) Assist in the facilitation and management of student information from the Pastoral Care Leader to Assistant Head of House and Assistant Head of House to Head of House.
- iii) Assist with initial subject choices, as required.
- iv) Record the students' sporting and co-curricular interest.

b) Transition

- i) Have a clear focus on the transition of Year 9 students under the care of Assistant Heads of House into Year 10 where they are more directly linked to the Head of House.
- ii) Have direct engagement with all parents when they enter Year 10.
- iii) Teach/support a Personal Development curriculum that is targeted at Year 10 students and their wellbeing.

c) Orientation

- i) Familiarise new students with the School facilities, services, and operation.
- ii) Explain the importance of the House Hub.
- iii) Explain the School Homework Diary and homework requirements.
- iv) Allocate and record School lockers.
- v) Explain the standards and expectations regarding the School uniform.

d) House Orientation and Induction

- i) Explain specific House history and symbols.
- ii) Explain House ethos regarding academic and co-curricular commitments.
- iii) Explain and supervise the informal house peer-support system by providing each new student with a 'buddy'.

2) Academic Supervision

The Head of House should:

- a) Support the development of organisational skills of each student through promotion of the school diary and monitoring of their lockers.

- b) Counsel students regarding homework schedules and study routines.
- c) Take action and respond to issues related to student attendance.
- d) Request class work from subject teachers for those boys away for extended periods, collate this material and make it available to the parents of the boy concerned.
- e) Collect information concerning a student's academic progress.
- f) Co-ordinate the formal and informal meetings concerning students, parents and/or staff, as required.
- g) Effectively respond to any 'Academic Notices of Concern'.
- h) Refer academic issues to the relevant School support personnel, as necessary.
- i) Liaise with the Director of Students and Leadership and the Academic Office regarding the 'Students of Concern' and develop Student Management Plans as required.
- j) Contribute to Individual Education Plans (IEP) and monitor the progress of students receiving academic support.
- k) Administer all forms relating to school-based administration of subject selection.
- l) Advise students and parents on course selection and subject changes.
- m) Liaise with Heads of Departments, the Academic Office and the Careers Office as required.
- n) Meet with all Year 10 parents and students during the subject selection period for Year 11.

3) Pastoral Supervision

The Head of House should:

- a) Know the boy and develop strong relationships.
- b) Develop opportunities for boys to excel and succeed.
- c) Help each boy to cope and then flourish at school.
- d) Follow Pastoral Care strategies outlined in School Policies and Procedures.
- e) Mentor, coach, support and guide the boys in their House.
- f) Counsel students on appropriate behaviour and attitude, both in and out of the classroom situation.
- g) Engage regularly with parents about matters affecting students, both at home and at school.
- h) Manage the 'Pastoral Notice of Concern' process when necessary.
- i) Work with key stakeholders including subject teachers, Heads of Department, parents, School Psychologists and Roundhouse staff to provide high level support for the academic, social-emotional and physical wellbeing of boys.
- j) Be an active presence around the House Hub before and after school, regularly starting before and staying after normal school hours.

4) Co-Curricular organisation

The Head of House should encourage a broad education of each student through:

- a) **House and School Sport**
 - i) Co-ordinate and encourage student involvement in house sporting teams.
 - ii) Establish suitable standards of behaviour and sportsmanship at house sporting events.
 - iii) Maintain high standards regarding house sporting apparel.
 - iv) Assist with student selections and encourage involvement in school sporting teams.
 - v) Guide students to lead others within the House.
 - vi) Encourage boys to take risks and undertake activities that are new and different.
- b) **Cultural Activities**
 - i) Coordinate and encourage student involvement in a broad spectrum of House cultural activities/events.
 - ii) Actively support the Performing Arts.
- c) **Service Learning**
 - i) Promote, organise and help supervise community service program.
 - ii) Liaise with the Service Learning Coordinator to engage with community service program and develop a strong alignment with a suitable charity.
 - iii) Emphasise and model the importance of servant leadership and giving.

5) Behaviour Management

The Head of House should:

- a) Undertake effective behaviour management strategies as outlined in the School's Policies and Procedures.
- b) Liaise with the Head of Senior School and/or the Headmaster as required, with respect to significant disciplinary actions, especially when involving boys from more than one House.
- c) Communicate student disciplinary actions to parents and others, as necessary.
- d) Maintain appropriate records on One Note.

6) Assistant Heads of House

- a) Provide effective leadership, support management and role modelling for the Assistant Head of House.
- b) Develop a successful collaborative partnership and opportunities for professional growth and development.
- c) Ensure that each Assistant Head of House maintains effective processes and appropriate high standards.

7) House Meetings

The Head of House should:

- a) Liaise with House Prefects to coordinate regular House meetings with all boys in the House.
- b) Deal with items of House and School business.
- c) Work with students to maintain a clean and tidy House area.

8) Student Leadership

The Head of House should:

- a) Effectively guide and collaborate with student leaders in accordance with the Schools Leadership Framework.
- b) Select, counsel, develop and support House Prefects.
- c) Assist with the selection of School Prefects, especially House Captains.
- d) Mentor the Year 12 students as leaders of their House.

9) Administrative Task

The Head of House should:

- a) Ensure that 'Pastoral Reports' for all students in the House, as required by School reporting procedures, inclusive of Assistant Head of House reports, are effectively completed.
- b) Prepare informal student reports, as necessary.
- c) Assist students with applications for tertiary scholarships, tertiary courses and passport applications.
- d) Prepare student references as necessary.
- e) Prepare an end of year House Report for the Cygnet publication.
- f) Actively participate in Head of House meetings and engage in discussions and new developments.

Other

The Head of House should:

- Maintain a strong commitment to high quality classroom practice as part of the role.
- Engage in professional learning opportunities to assist in this role.
- After hours work, on weekends and during school holidays is a requirement of this role.
- Demonstrate an awareness of all emergency management procedures and safe work practices in the respective areas of work.
- Maintain the ethos of Hale School by acting in a manner that supports the School's Values, Statement of Purpose, Ethos and Anglican framework.
- Be aware of and understand the obligations of working in accordance with the School's Emergency and Critical Incident Management Guidelines, Plans, Policies and Procedures.

The Headmaster, at his sole discretion, reserves the right to vary your duties at any time. Such a variation of your duties does not constitute a breach of contract or termination of your employment. As part of the School's routine pre-employment practices, the School will contact your referees and/or previous employers to ask specific mandatory questions relating to Child Safety. We also reserve the right to conduct social media checks, as part of this process.

Child Protection

Hale School takes child protection seriously and is committed to supporting the wellbeing of all children and young people, respecting their dignity, ensuring their safety, and protecting them from abuse and other harm.

All candidates for roles at Hale School are subject to rigorous screening procedures and assessment as a condition of employment.

All staff are required to uphold the standards and adhere to the procedures outlined in our Code of Conduct for all Staff, Code of Ethics, Child Safety and Child Protection and Mandatory Reporting Policies.

As part of your duties and responsibility as an employee you will be required to:

- Promote the safety and wellbeing of children and young people.
- Ensure your interactions with children and young people are positive and safe.
- Provide appropriate support and supervision of children and young people in your care.
- Act as a positive role model for children and young people.
- Participate in regular performance management and professional learning linked to our Codes of Ethics and Code of Staff Conduct, Child Safety and Child Protection and Mandatory Reporting Policies.
- Maintain an up to date and valid Working with Children Check.
- If appropriate, meet professional standards for teachers and maintain teacher registration.
- Report to the Headmaster any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

The Hale School community has zero tolerance for child abuse, and all allegations and safety concerns are treated very seriously and consistently with our robust safeguards and procedures.