



Melbourne Archdiocese
Catholic Schools



Position Description

House Leader

Purpose of position	The House Leader is a member of the Campus Student Wellbeing Team, Secondary, and supports the Director of Student Wellbeing with realising the student wellbeing strategy of the College. They are entrusted with the responsibility to lead their team of Pastoral Teachers and House specific programs, events and experiences and the pastoral care and wellbeing of students in their House. As the Doreen Campus grows, the number of Houses associated with this role will adjust. In 2026 - 2 Houses will be associated with this role.
Staff Team	Campus Student Wellbeing Team, Secondary
Reporting to	Directors of Student Wellbeing
Location	Marymede Catholic College: - 139 Eminence Blvd, Doreen
Classification	POL 3
Salary and benefits	- Salary as per Catholic Education Multi Enterprise Agreement 2022 - Significant opportunities for professional learning
Commencement date	January 2026
Employment conditions	- Full-time - Position of Leadership Level 3 12 periods of time release per fortnight - Contract tenure of 1 year for the position of House Leader - Ongoing appointment to the College as a teacher The successful applicant will: - be employed under the Catholic Education Multi Enterprise Agreement 2022 - be required to be registered as a teacher with the Victorian Institute of Teaching
Qualifications and experience	An appropriate qualification in education is required.

	A postgraduate qualification in an area of student wellbeing and/or educational leadership is desirable but not essential. Demonstrated successful experience in educational leadership in student wellbeing is desirable. Accreditation to Teach Religious Education or Lead in a Catholic School is required (or commitment to achieving this in the first two years of appointment). Marymede Catholic College is an equal opportunity employer. We value a diverse and inclusive workplace and welcome applications from all qualified people. When required, we make reasonable adjustments to accommodate our people.
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Key duties and responsibilities

- Actively support the Catholic identity and mission of the College
- Lead in a manner consistent with the College's Catholic identity; humbly, kindly, ethically, inclusively and inspired by Christ's teaching
- Energetically contribute to the realisation of the strategic intent of the College
- Foster a culture of collaboration and curiosity
- Set and monitor high standards for and of students, staff and all community members and challenge conduct which is unsatisfactory
- Be a contributing member of the Campus Student Wellbeing Team, Secondary
- Lead the House Team with all House functionality, programs and events including assemblies, celebrations and support for the House charity
- Foster the learning and growth of the whole person through the provision of a hope-filled student-centred learning environment
- Ambitiously support the implementation of the College's student wellbeing strategy
- Actively support the College's implementation of Positive Behaviour for Learning
- Foster a culture of positive relationships where students are taught the skills of wellbeing through a wide range of differentiated evidence-based interventions
- Monitor the progress of students within the House and liaise with parents, relevant staff and services to ensure appropriate interventions are used
- Lead the consistent application of College practices by Pastoral Teachers regarding attendance, communication with parents, locker allocation, presentation of Pastoral class classrooms, student uniform and presentation
- Promote, model and implement Restorative Practices and Positive Behaviour for Learning when dealing with student conflict
- Lead the management of Tier 2 student conduct issues related to individual students within the House and support others with addressing Tier 1 student conduct matters
- Support the transition of new students to the College with the assistance of Pastoral Teachers
- Support the fostering of student voice and agency
- Support the implementation of the College Affirmation Policy and Program
- Support the implementation of policies and procedures related to student wellbeing including Pastoral Care Policy, Student Behaviour Policy, Out of Home Care practices and documenting relevant student information
- Foster the culture of Child Safety at the College
- Support the College Community Engagement Strategy

- Complete operational and administrative responsibilities including the preparation and monitoring of relevant budgets and contributing to the development of the College calendar
- Other duties as outlined by the Principal consistent with the skills and experience required for this position

Key selection criteria

- Possess the skills, experience and qualifications to perform the duties and responsibilities of the position
- Ability to lead teams, build capacity in others, and working as part of team
- Ability to implement the functions of student wellbeing across the House
- Ability to organise and coordinate events and programs
- Excellent interpersonal, communication and negotiation skills
- Ability to handle sensitive and confidential information appropriately
- Ability to have a positive influence on the culture of the College through an innovative, collaborative and curious disposition
- Ability to set and monitor high standards
- Ability to use digital technology effectively
- Commitment to supporting the Catholic identity and mission of the College
- Commitment to and understanding of child protection and child safety issues in schools
- Commitment to safe work practices
- Commitment to professional learning and development
- Commitment to the implementation of College policies and procedures

Child Safety Requirements

Marymede Catholic College is committed to developing a culture to maintain the safety of each student in our care. At Marymede Catholic College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance, and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child safe culture. All staff employed at Marymede Catholic College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

Position description updated:

August 2025