



# Christ Church Grammar School

## DUTY STATEMENT

### Head of House (Senior School)

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**DATE:** September 2026

**TIME:** 1.0 FTE

**STATUS:** 5-year appointment

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#### **POSITION CONTEXT:**

A Head of House (HoH) in the Senior School has the responsibility to safeguard and promote the welfare of boys in a House and thus a concern for the health, happiness and proper physical, intellectual, emotional, social and behavioural development of each boy.

Whilst certain duties are formally rostered, the rhythm of life for the HoH is not always regular. Pastoral care in a school environment means that there are times of complete commitment to the boys in the House, often for comparatively long periods.

The HoH is responsible for maintenance of the character and culture of the House, and in co-operation with others, shares responsibility for the framing of overall protocols and procedures in the pastoral domain. The HoH is directly supported in this role by an Assistant and seven other Tutors.

In addition to pastoral leadership responsibilities, the HoH maintains an active presence in the classroom through a teaching load of approximately three classes within an academic department aligned to their qualifications, experience, and professional strengths. This teaching component supports the development of strong relationships with students and enables the HoH to remain closely connected to the academic life of the School.

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#### **LINE MANAGEMENT:**

Reporting directly to Deputy Principal/Head of the Senior School.

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#### **WORKING RELATIONSHIPS:**

- Principal
  - Deputy Principal/Head of Senior School
  - Senior School Leadership Team
  - House and pastoral care staff
  - Student wellbeing and support services
  - Boarding and year group staff
  - Co-curricular and program leaders
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#### **DUTIES AND RESPONSIBILITIES:**

##### Leadership

- Developing spirit and character within the House context
- Providing an ethos of community, belonging and support
- Promoting quality relationships between staff and students
- Establishing and maintaining structures and supports to perform pastoral functions

- Establishing expectations and standards for tutors
- Developing strategies to assist tutors to carry out their pastoral roles
- Mentoring, monitoring and reviewing tutors' performances
- Mentoring and Co-ordinating prefects' duties and roles
- Providing opportunities for leadership and decision-making to boys and tutors
- Ensuring effective involvement of House members (boys/staff) in House activities and horizontal meetings
- Assisting prefects/others to run meetings for House activities
- Actively pursuing PD relating to the Pastoral Care and education of boys
- Supporting the wider aims and mission of the School

#### Staff and student welfare

- Gathering information from a variety of sources such as House/Tutor Records, Student Reports, Anecdotal evidence, Direct communication and ongoing notes using the Synergetic database
- Utilising relevant review and monitoring processes, including online safety and behaviour
- Developing an understanding and knowledge of each individual within the House
- Implementing appropriate disciplinary action in line with the MSB guidelines and assessing its effect
- Manage conflict between students by utilising restorative processes and justice
- Promoting and advocating boys and staff within the House
- Support new students in their transition to Senior School life

#### Administration

- Collecting and distributing relevant administrative materials to staff and boys
- Maintaining appropriate information on each boy
- Managing student records and confidentiality processes
- Conducting and supervising Parent-Tutor nights
- Planning, organising and conducting House meetings, events and horizontal meetings
- Attending relevant briefings and meetings
- Manage student absenteeism and behaviour
- Co-ordinating with Studies Office and tutors to produce student reports
- Support the School's marketing strategies and communication protocols
- Producing reports and written materials as appropriate
- Oversee student presentation and grooming in line with the School's Student Presentation Standards

#### Communication

- Responding promptly to queries either by telephone, email or in person
- Conducting regular House meetings for both tutors and boys
- Providing feedback to the Head of the Senior School on pastoral issues via the Pastoral Committee or in person
- Reporting back to tutors on relevant issues arising from Pastoral Committee meetings
- Ensuring accurate and relevant tutor and HOH pastoral competencies and comments on end of term reports
- Informing the Studies Office of pastoral issues which may be impacting on a boy's academic performance
- Liaising with the School's Community Relations department to promote and celebrate House related activities

#### Pastoral Care Policy

- Being proactive in policy formulation through involvement in the Pastoral Committee
- Participating in ongoing review of the School Pastoral Care Policy

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### **EXPERIENCE AND QUALIFICATIONS**

#### This position requires:

- Relevant tertiary teaching qualifications and experience
- All applicants must be eligible to teach in Western Australia, have National Police Certificate and have completed a Working with Children Check

The person must:

- Have exceptional subject knowledge and demonstrable enthusiasm
- Have exceptional interpersonal skills and the ability to relate to students and parents from a range of diverse backgrounds
- Willing to participate in professional development
- Be an independent worker with superior organisational skills
- Set goals and prioritise work and the capacity to manage multiple, simultaneous tasks
- Collaborate with others in a positive and effective manner

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**CO-CURRICULAR:**

All Teachers are involved in some co-curricular activity commensurate and prorated according to their contract teaching load, and as a consequence, join other Teachers and possibly other members of the school community in activities which will embrace associated professional obligations e.g., collegial support and administrative meetings.

The School will consult with a Teacher with respect to the nature of their participation in the co-curricular offerings of the School. Where possible the particular skills and interests of the Teacher will be taken into consideration in the allocation of their co-curricular commitment, balanced against the School's need to adequately staff the activities on offer.

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**SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

Christ Church Grammar School takes child protection seriously, and as an employee of the School, you are required to meet the behaviour standards outlined in our Child Protection Policy and the Staff Code of Conduct, as updated from time to time.

Therefore, as part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management;
- Maintain a valid Working with Children Check and Teaching Registration
- Report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people
- Participate in:
  - regular performance management procedures and professional learning linked, where appropriate, to the Professional Standards for Teachers in Western Australia
  - professional learning covering the Staff Code of Conduct, your mandatory reporting obligations and all school policies and procedures at least biennially
  - professional learning on the recognition of grooming and child abuse, and appropriate prevention practices and strategies

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**SALARY, TERMS AND CONDITIONS:**

- The successful applicant will be employed under the Christ Church Grammar School Inc Enterprise Agreement 2025 or the agreement of the day
- Salary will be negotiated according to qualifications and years of experience
- Head of House (Pastoral) allowance: 100% Position of Responsibility Allowance
- A teaching load as close to 24 periods per fortnightly cycle as possible within the teaching department aligned with your skills and experience
- No relief teaching (unless no other options are available to the School)
- Co-curricular: equivalent to 50% of a Senior School expectation
- A School issued laptop and phone
- Opportunity to further your career through Professional Development and study considered



# Christ Church Grammar School

## HEAD OF HOUSE KEY AREAS OF RESPONSIBILITY

### **Student welfare**

The pastoral care of pupils in the House including counselling and liaising with support staff and parents

### **Monitoring each boy's progress**

Monitoring the academic progress and overall development and participation in activities of each member of the House. This includes control of a boy's course of study, maintaining records, writing reports and implementing review procedures.

### **Transition**

Inducting boys into the House and the School.

### **Discipline**

Discipline within the House and following up disciplinary issues.

### **Leadership**

Leading staff in carrying out their roles as Tutors.

Meeting regularly with Tutors.

### **Fairness**

Working co-operatively with other staff to ensure equity in matters affecting the welfare of boys.

### **Administration**

Co-ordinating essential administration through the House.

### **Communication**

Developing effective pastoral communication channels between the staff and boys and the School and parents.

### **Policy Implementation**

A shared responsibility for reviewing the School's Pastoral Care policy.

### **Support for House Activities**

Organising, supporting and reviewing House activities.

### **Student Leadership**

Promoting opportunities for boys at all year levels to accept responsibility, show leadership and build House spirit.