



HOUSE LEADER

The teaching, learning and support which occur within our College, takes place within the context of our Vision Statement.

"Kildare College, a Kildare Education Ministries Catholic Girls College in the Brigidine tradition, is a student-centred learning community, seeking to live out the message of Jesus Christ and the Gospels".

Our Kildare Ministries Core Values:

Wonder | Celebrating all that is good with joy and gratitude

Courage | Speaking and acting with integrity

Hospitality | Welcoming all

Hope | Bringing a sense of purpose

Compassion | Walking with and having empathy for all

Justice | Making the needs of the vulnerable paramount

It is our Core Values that inform every aspect of our work at Kildare as we educate our young women in partnership with their families.



A KILDARE EDUCATION
MINISTRIES CATHOLIC
COLLEGE IN THE
BRIGIDINE TRADITION.

APPLICATION PROCESS

Guidelines for Applicants

Your application is to meet the following guidelines:

1. A covering letter (maximum 1 page)
2. Personal Statement responding to the Key Areas of Responsibility listed in the Position Information Document (maximum 4 pages)
3. A completed Kildare College Employment Application and Declaration Form.

Timeline for Applications

- Applications close 4.00pm Wednesday, 29 November 2023.

Qualifications and Training

The successful applicant is required to hold current certification in:

- Teacher's Registration (South Australia)
- Department of Human Services (DHS), Working with Children Check (WWCC) prior to being employed, which is to be renewed every five years before expiry,
- Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN- EC) – both Masterclass and Fundamentals training,
- First Aid training prior to commencement (HLTAID012 - Provide First Aid in an education and care setting).

For all other special conditions, please refer to the Position Information Document.

All enquiries should be directed to the Principal's Assistant on 08 83699999 or via email secretary@kildare.catholic.edu.au

Applications should be submitted in PDF format and be addressed to the Principal via email: vacancies@kildare.catholic.edu.au

POSITION INFORMATION DOCUMENT

NAME:	Successful Applicant
POSITION TITLE:	House Leader POR 2 (+ Permanent Teacher)
FTE:	1.00
COMMENCEMENT DATE:	22 January 2024
TENURE:	2 Years (+ 2)

INTRODUCTION

Kildare College is a Kildare Ministries Catholic Girls College in the Brigidine tradition, educating girls from Year 7 to Year 12. Established by the Brigidine Sisters in 1966, Kildare College is situated at Holden Hill in the north-eastern suburbs of Adelaide. The College has a current enrolment of 686 students.

BROAD PURPOSE

The House Leader will:

- Work collaboratively with the House Team and Learning Team, colleagues, families and the wider education community to facilitate student wellbeing for learning that enables all students to be successful.
- Develop, coordinate and deliver an engaging, dynamic and contemporary pastoral care program that fosters a culture of continuous improvement.
- Work collaboratively with the Director of Pastoral Care, Middle Years and Senior Years Coordinators in the development of the Girls Achieve Program.
- Support the wellbeing for learning of students in collaboration with the Learning Team.

KEY WORKING RELATIONSHIPS

- Principal and Leadership Team
- Middle Leaders Team
- Staff
- Students
- Families
- House Team:
 - Director of Pastoral Care
 - Middle and Senior Years Coordinators
 - House Leaders
 - Transition Coordinator
 - Counsellors
 - Chaplain

SPECIFIC RESPONSIBILITIES

OUR PRIORITIES

- Promote an inclusive community spirit by embracing the ethos of Kildare Education Ministries and Catholic social teachings.
- Create an atmosphere of intellectual excitement.
- Promote a vibrant and embracing social context.
- Provide explicit support for individual development.
- Facilitate wellbeing for learning opportunities, create quality learning spaces, resources and technologies.

KEY AREAS OF RESPONSIBILITY

The following duties are aligned with the major areas of responsibility of the House Leader:

VISION AND MISSION

- Actively support the College Vision, Mission and Strategic Plan.
- Ensuring the Kildare Education Ministries ethos and core values permeate all aspects of wellbeing for learning.
- Witness the Core Values of the College and the Kildare Ministries Living Justice Living Peace Charter.
- Implement decisions made by the Leadership Team that align with College policies and procedures.

HOUSE DEVELOPMENT & LEADERSHIP

- Encourage students to participate fully in the life of the College.
- Collaborate with the other House Leaders to coordinate all the activities of the House required during the year.
- Assist in the planning and organisation of events in the Girls Achieve Program that have a House focus.
- Be part of the student leadership program and include House Captains in the planning and management of House Activities.
- In conjunction with the Pastoral Care teacher, take responsibility for the recognition of the variety of student achievements in the House.
- Coordinate and conduct House Assemblies and Whole College Assemblies.
- Oversee the management of the House at whole College events such as masses, liturgies, Sports Day, Swimming Carnival, Brigidine Day and fundraising events.
- Foster and nurture the leadership development of each student in their House.

PASTORAL CARE

- Demonstrate leadership in the pastoral life of the College.
- Actively support, implement school policy and procedures, including behaviour management and digital citizenship guidelines.

- Day-to-day organisation of the House through coordination of Pastoral Care teachers by way of leadership, communication, consultation, advice and direction.
- Monitor the work of House staff in their groups, to affirm and support them in their roles, e.g. through support in their dealings with students, through visits to Pastoral Care classes, through interview and informal meetings, through the PC Enrichment Program.
- Support the Pastoral Care teachers and monitor the wearing of the College uniform and address student attendance issues.
- Maintain strict confidence in relation to information gained, ensuring observance of current privacy legislation.
- Be the College's point of contact for parental concerns and queries of a pastoral nature, relating to students in the House through their Pastoral Care teacher.
- Support the Pastoral Care teachers in becoming familiar with their student group.
- Meet with families on a formal and informal basis to improve and provide greater support in their House and in relation to wellbeing for learning.
- Regularly meet and work closely with the House Team to assist students with pastoral needs and case manage students at risk.
- Support the wellbeing for learning of students in collaboration with the Middle Leaders.

ADMINISTRATION

- Attend and assist in the organisation of the presentation of awards at assemblies, masses and Year 12 Graduation Dinner, Senior Formal and other College and community events.
- Attend and assist in the organisation of transition events.
- Organise and assist with the induction of new students and staff into the House and conduct exit interviews.
- Attend and coordinate students on rostered detentions.
- Attend and participate in weekly House Team and Middle Leaders meetings working in collaboration with others for quality school improvement.
- Attend and participate in College Tours as required.
- Coordinate and attend the College Camps.
- Work with the Director of Pastoral Care, Middle Years Coordinator and Senior Years Coordinator to plan special occasions to highlight and celebrate wellbeing for learning.
- Document and maintain evidence of any adjustments for students for the purposes of NCCD collection.
- Document and record all communication related to students' wellbeing.

OTHER

- Undertake associated responsibilities in response to the needs of the College and the above Key Areas of Responsibility may be varied as determined by the Principal.
- The House Leader will be expected to attend meetings both during and out of College hours.

PERSON SPECIFICATIONS

The House Leader is expected to exhibit the following qualities and competencies:

- Demonstrate a commitment to the vision of Kildare College and a willingness to incorporate the ethos of Kildare Education Ministries into all aspects of their work.
- Insightful and strategic leadership skills through strong emotional intelligence.
- Ability to work independently and show initiative.
- Commitment to delivering exceptional learning outcomes for all students.
- Be a person with integrity and role model best practice as a teacher and a leader.
- Be a creative, innovative leader, who has the capacity to engage, enable and inspire others.
- Work effectively with colleagues incorporating an open and distributive leadership style.
- Demonstrate highly developed communication skills and the ability to respond effectively to the needs of staff, students and families.
- Demonstrate resilience, responsible risk taking and tenacity.

SPECIFIC REQUIREMENTS

In addition, all employees will ensure that they are fully compliant and will take personal responsibility to maintain and complete their:

- Teacher's Registration (South Australia).
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA.
- Post Graduate qualification desirable.
- Teacher Accreditation in Catholic Education SA (including completion of the Graduate Certificate in Catholic Education within 5 years of appointment. Applicants can be in the process of completing this accreditation).
- Keeping Safe: Child Protection Curriculum.
- Kildare Education Ministries Child Protection Program.
- Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC).
- HLTAID012 - Provide First Aid in an education and care setting.
- Be familiar with and understand Kildare College's WHS policies.
- Use correctly any equipment provided for health or safety purposes.

WORK HEALTH & SAFETY RESPONSIBILITIES

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must:

- take reasonable care for your own health and safety.
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.

- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

(Reference: Division 4, Section 28 – SA WHS Act 2012)

CONDITIONS OF EMPLOYMENT AND PERFORMANCE APPRAISAL

- The House Leader (POR 2) is offered in accordance with the SA Catholic Schools Enterprise Agreement 2020 and will be subject to any Enterprise Agreement updates in the interim of taking up this position.
- The salary and entitlements are consistent with those as outlined in the SA Catholic Schools Enterprise Agreement 2020 (as amended or replaced).
- A 2 year tenure applied to this position of responsibility. A Performance Appraisal will be conducted at the mid-term tenure.
- All employees are required to proactively participate in the College's Self Appraisal Program to promote learning and improve capability.
- I have read and understand the requirement of this position. I acknowledge that this Position Information Document has been designed to indicate the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks, and outcomes.

Signed _____
(Employee)

Date _____

Signed _____
(Principal)

Date _____