



JOB DESCRIPTION HEAD OF HOUSE

This is in addition to the Teacher Job Description

Position	Head of House	Reviewed	June 2026
Reporting to	Principal	Location	College
Line manager	Deputy Principals Pastoral Care Senior School (SS) or Deputy Principals Pastoral Care Middle School (MS)		

Section One - Position Summary

The **Head of House** provides leadership and pastoral oversight for a College House, fostering a strong sense of belonging, wellbeing, character and achievement for every student. The role is responsible for leading the House pastoral team, developing student leadership, and ensuring the House contributes positively to the life and culture of the College.

The Head of House creates an environment where students are known, supported and challenged to achieve their personal best. The role works closely with House Tutors, students, families and College leaders to deliver a cohesive pastoral programme that promotes wellbeing, engagement, service, leadership and academic success.

Reporting to the Deputy Principals Pastoral Care SS or Deputy Principals Pastoral Care MS, the Head of House contributes to the strategic direction of student wellbeing and pastoral care across the College while maintaining high expectations for student conduct, participation and achievement.

Section Two – Position Dimensions and Delegations

Functional Leadership	<ul style="list-style-type: none">Provides pastoral leadership, support and direction to House Tutors.Leads the House pastoral team to ensure consistent and effective pastoral care practices.
Budget	N/A
Decision-making	<ul style="list-style-type: none">Day-to-day pastoral leadership and House operations.Student wellbeing interventions within delegated authority.Recommendations regarding student leadership appointments and House initiatives.

Section Three – Functional Relationships

Internal House Tutors (functional leadership) House Student Leaders Counsellors Learning Support Team Heads of Faculty All staff	External Parents/caregivers External providers (as required)
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Section Four – Responsibilities

Key Responsibilities	Outcomes/Objectives
Pastoral Leadership and Student Wellbeing	<ul style="list-style-type: none"> • Lead the pastoral care of all students within the House, ensuring students are known, supported and appropriately challenged. • Promote student wellbeing, engagement, belonging and resilience through proactive pastoral leadership and early intervention strategies. • Build strong partnerships with parents, caregivers and staff to support student wellbeing, development and success. • Foster a culture where students feel connected, supported, valued and empowered to contribute positively to the College community. • Monitor student attendance, engagement, behaviour, wellbeing and academic progress, ensuring appropriate interventions occur when required. • Work collaboratively with Learning Support, Counsellors, Senior Leaders and the wider pastoral team to support student wellbeing, engagement and achievement. • Exercise sound professional judgement when managing sensitive pastoral matters, ensuring appropriate confidentiality, documentation and escalation of concerns.
House Culture and Community	<ul style="list-style-type: none"> • Foster a positive and inclusive House culture aligned with the College's values, mission and special character. • Develop a strong sense of House identity, pride and belonging amongst students and staff. • Promote an inclusive and connected House community that reflects and supports the diverse needs of students and families. • Actively support and promote participation in College traditions, House activities and Chapel life.
Leadership of Tutors and Student Leaders	<ul style="list-style-type: none"> • Develop, promote and lead the House Pastoral Care Team under the direction of the Deputy Principal (PC) • Lead and support House Tutors to ensure consistent pastoral practices and student support. • Develop the capability and effectiveness of House Tutors through mentoring, coaching and sharing best practice. • Identify, develop and mentor student leaders within the House. • Support the selection, development and effectiveness of House student leadership teams.
Pastoral Programme Delivery	<ul style="list-style-type: none"> • Lead the implementation of the College pastoral care programme within the House. • Use student wellbeing, engagement and achievement data to inform pastoral initiatives and continuous improvement. • Contribute to the ongoing review and development of pastoral programmes and student wellbeing initiatives. • Support the delivery of Tutor Programme, Peer Support, Navigate and other pastoral initiatives.
Student Progress and Pathways	<ul style="list-style-type: none"> • Monitor student achievement, engagement and pathways data to identify trends and support student success. • Assist students with course selection, academic planning and future pathways. • Work collaboratively with academic leaders to ensure students receive appropriate support and challenge.

House Activities and Student Engagement	<ul style="list-style-type: none"> • Create opportunities for student participation, leadership and service. • Promote engagement in the wider life of the College and foster positive House spirit. • Lead the planning and delivery of House events, assemblies, competitions and activities.
Positive Learning Environment and Student Conduct	<ul style="list-style-type: none"> • Establish and maintain high expectations for attendance, uniform, behaviour, personal responsibility and conduct, promoting early intervention and restorative approaches where appropriate. • Support staff in managing student behaviour and pastoral matters. • Ensure students contribute positively to a respectful, safe and inclusive College environment.
Operational Leadership and Administration	<ul style="list-style-type: none"> • Ensure House administration is completed accurately and in a timely manner, including reporting, communication and pastoral documentation. • Follow up attendance concerns and maintain appropriate student records. • Attend and contribute to Parent Teacher Interviews, House events and pastoral meetings.
Health, Safety and Safeguarding	<ul style="list-style-type: none"> • Ensure all House activities comply with College policies, including Child Protection, Privacy and Health & Safety requirements. • Promote a safe, inclusive and supportive physical and emotional environment for students and staff. • Act promptly and appropriately in response to wellbeing, safeguarding, attendance, behavioural or risk concerns. • Ensure concerns are appropriately documented, escalated and managed in accordance with College procedures.
College Contribution and Collaboration	<ul style="list-style-type: none"> • Contribute positively to whole-school initiatives and strategic priorities. • Collaborate with colleagues across faculties, year levels and pastoral teams to achieve the College's vision for student success and wellbeing. • Identify emerging student needs, trends and opportunities and provide input into pastoral planning and decision-making. • Undertake other duties reasonably required by the Principal or Deputy Principal.

GENERAL

Health and Safety	<ul style="list-style-type: none"> • To take reasonable care of your own health and safety • Be proactive and report any Health and Safety concerns you may have • To take reasonable care that your actions or inactions do not adversely affect the health and safety of other people • Cooperate with all Health and Safety policies and procedures in your department and the organisation to ensure a safe and healthy work environment • Comply with instructions given by the Trust Board / School so that they can comply with the Work Health and Safety Act.
<p>The content of this document is intended to describe the general nature and level of work being performed by incumbents in the assigned job. They do not constitute an exhaustive list of all responsibilities and duties, or skills required of the job position.</p>	

Section Five - Physical Requirements

Activity type	Daily frequency
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	Seldom (0-33%)	Frequently (34- 66%)	Continuously (67-100%)
Sedentary	X		
Active		X	

Section Six – Person Specification

Qualifications
<ul style="list-style-type: none"> • Dip Teaching, Tertiary Degree • Current First aid Certificate is preferable.
Experience
<ul style="list-style-type: none"> • Successful teaching experience in a secondary school environment. • Demonstrated experience supporting student wellbeing, pastoral care and student development. • Experience building positive relationships with students, parents/caregivers and colleagues. • Experience using professional judgement to manage student wellbeing, behavioural or pastoral matters. • Experience leading, mentoring or coordinating staff and/or student leaders is desirable. • Experience using student achievement, attendance and wellbeing information to support positive student outcomes is desirable.
Knowledge, Skills and Attributes
<ul style="list-style-type: none"> • Strong interpersonal and relationship-building skills. • Ability to lead and influence others through collaboration and coaching. • Sound judgement, discretion and professionalism. • Strong organisational and communication skills. • Ability to manage competing priorities and respond effectively to emerging issues. • Commitment to the Saint Kentigern's values and special character.

Declaration:

I, [candidate_name], declare that I have read and adequately understand the job description. All representations, whether oral or written, made by me when applying for this position are true and correct and I have not deliberately failed to disclose any matter which may have materially influenced the School's decision to employ me.

[candidate_name]

[acceptance_date] [acceptance_status]