



**MacKillop**  
CATHOLIC COLLEGE

**Head of House**

**Application Package**

# General Information

## **MACKILLOP CATHOLIC COLLEGE**

MacKillop Catholic College is a co-educational Year 7-12 Catholic secondary school located in Mornington on Hobart's Eastern Shore.



We aim to educate the whole person: spiritually, intellectually, physically, socially, emotionally and morally. We believe in the importance of a broad curriculum suited to the needs, abilities and interests of the students. We aim to provide encouragement and opportunity for each student to reach excellence and to achieve to the best of their God-given talents.

For further information click the following link to access the MacKillop Catholic College website:

<https://www.mackillop.tas.edu.au/>

**CATHOLIC EDUCATION TASMANIA (CET)** is a community of thirty-eight schools and colleges serving over 17,000 students and their families across Tasmania supported by the Tasmanian Catholic Education Office (TCEO).



The Archdiocese of Hobart covers the State of Tasmania. The Archbishop of Hobart authorises the existence of all Catholic Education institutes in Tasmania.

Under the governance of the Catholic Education Commission of Tasmania (CECT), Tasmanian Catholic Education Office (TCEO) is responsible for the oversight, funding and coordination of 38 Archdiocesan schools and three TCEO offices.

The Archbishop delegates responsibility to other key bodies including the Catholic Education Commission Tasmania (CECT), the CET Executive Director, School Boards and other groups that support Catholic schools.

Employees are to be familiar with, have an understanding of and uphold the implementation of the Archbishop's Charter for Catholic Schools.

The TCEO, established in 1959, is the central administrative and coordinating body for the multi-faceted and diverse mission of Catholic education in Tasmania. One of its prime functions, under the CET Executive Director, is to co-ordinate the provision of Catholic education at all levels and to communicate and negotiate with appropriate authorities on behalf of all Catholic schools in Tasmania.

Some key documents include:

- The Archbishop's Charter for Catholic Schools
- The Tasmania Catholic Education Single Enterprise Agreement 2024
- CECT Constitution
- CECT Policies
- School Policies

For further information click the following link to access the CET website:

<http://catholic.tas.edu.au/>

# Duty Statement

<b>Title</b>	Head of House
<b>Reports to</b>	Director of Pastoral Care
<b>Key Relationships</b>	Principal Deputy Principal – Wellbeing Deputy Principal – Learning & Teaching Business Manager Staff, Students, Parents, Visitors, TCEO Staff, External Suppliers
<b>Classification:</b>	Position of Leadership – Level 3 As per the Tasmanian Catholic Education Single Enterprise Agreement 2024

## ROLE ACCOUNTABILITY

The purpose of the role of Head of House is to advance MacKillop College’s vision to deliver quality Pastoral Care to students based on our vision statement of excellence, compassion and service. Head of House work with staff to ensure that students are known, cared for with continuity and have maximum opportunities to actively and positively participate within the College community.

The Head of Housework to support students daily and help manage them individually. They ensure opportunities for the development of student well-being, the positive affirmation of students and the development of student aspirations.

They take ownership of the organisation and administration of students within a framework of positive behaviour support and Positive Education. They develop and maintain strong mechanisms for communication and documentation of information exchange about students and their social and emotional needs. They collaborate with each other to develop consistency in the College’s framework of student welfare.

## CET REQUIREMENTS

- Support the mission of the Catholic Church.
- Support the Catholic Education Commission Tasmania (CECT) Vision and Mission Statement.
- Support the Vision and Mission statement of the individual school.
- Nurture the formation of young people through the expression and integration of Catholic beliefs and Gospel values in all aspects of school life.
- You must uphold Catholic belief and practice in all the Employee’s professional activities and refrain from expressing public opinions or engaging in public activity that, in the reasonable opinion of the Employer, would bring the Employer into disrepute.
- You must be familiar with, have an understanding of, and uphold the implementation of the Archbishop’s Charter for Catholic Schools.

## KEY RESULT AREAS

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### Leadership:

Provide strong, values-based leadership within the House, modelling Catholic ethos and Gospel values.

- A proven capacity to provide outstanding leadership that is characterised by a commitment to data-informed strategic thinking that draws upon contemporary research, theory and practice to build
- Mentor and support Pastoral Care Teachers, ensuring clarity of roles and effective communication.
- Lead the implementation of pastoral care programs and initiatives that enhance student wellbeing and engagement.
- Promote restorative practices and positive behaviour strategies across the House.
- Collaborate with College leadership, other House Leaders, and wellbeing teams to ensure consistency and excellence in pastoral care.

### Student Wellbeing and Engagement:

- Champion student wellbeing, addressing spiritual, emotional, academic, and social needs.
- Monitor attendance, behaviour, and academic progress, implementing strategies for improvement.
- Liaise with College Counsellors and Inclusive Education staff to support students with specific needs.
- Provide structured opportunities for leadership, teamwork, and service at all year levels.
- Encourage participation in co-curricular activities, House competitions, and community-building events.
- Lead students in prayer, liturgical celebrations, and Chapel programs.

### Community and Relationships:

- Build authentic relationships with students, staff, and families to strengthen House identity.
- Act as the primary communication link for House matters, engaging regularly with parents.
- Organise and lead House events, liturgies, and celebrations that foster belonging.
- Welcome new students and families through induction processes and ongoing support.
- Contribute to College publications and lead House fundraising initiatives.
- Act as a positive ambassador for the College and its Catholic mission.

### Administration and Compliance:

- Maintain accurate records in SEQTA for attendance, wellbeing, and pastoral care.
- Support reporting processes, including pastoral comments and mentor guidance.
- Ensure compliance with Catholic Education Tasmania policies, child safety standards, and duty of care requirements.
- Take a continuous improvement approach to House operations, introducing initiatives that enhance student wellbeing and engagement.
- Lead and coordinate the House Team, ensuring clarity of roles and responsibilities.
- Manage House resources, including pastoral program materials and physical spaces.

## PERSONAL EFFECTIVENESS

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- Honour, respect, and model Gospel values in all interactions.
- Develop positive, authentic relationships with all members of the College community.
- Support and celebrate each student's diversity, catering for individual differences.
- Actively contribute as a collaborative, professional, and relational member of a Catholic school community.

- Develop and support a school culture that empowers students to think critically, discern wisely and value the search for truth.
- Provide professional feedback and support to colleagues through the sharing of teaching, public support of other colleagues, and maintaining the dignity of all people within our school community.
- Engage in open and honest dialogue with the Principal and Leadership Team on relevant issues.
- Recognise and support parents as the primary educators of their children and actively engage them to participate in their child's education through a variety of opportunities.
- Maintain proactive, positive communication with parents, students, staff, and the wider community.

## **SAFETY AND COMPLIANCE**

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- Exercise responsibility required in accordance with Work, Health and Safety legislation, including:
  - take reasonable care of your own health and safety and that of other people who may be affected by your acts or omissions at the workplace.
  - contribute to safe systems of work.
  - promote a culture of safety in the workplace.
- Create a safe and welcoming learning environment for children and young people congruent with legislative and organisational Child Safe requirements.
- Undertake relevant Catholic Education Accreditation requirements associated with the role.
- Adhere to the requirements of the role in accordance with the professional standards expected of Catholic Education Tasmania and all organisational policies, procedures, codes, guidelines and applicable laws.

## **ROLE RELATIONSHIPS**

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<b>Internal</b>	<b>External</b>
Principal	Tasmanian Catholic Education Office
School staff	Parents
Students	Visitors/members of the public
Parish Priests	Archdiocesan staff

## **EVIDENTIARY REQUIREMENTS**

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### **ESSENTIAL:**

- Qualified and registered teacher in Tasmania, or ability to gain registration prior to the commencement of the position
- Valid Working with Vulnerable People Registration
- Accreditation B to teach in a Catholic school (or willingness to work towards).
- Understanding of Australian curriculum relevant to Tasmanian Catholic education

### **DESIRABLE:**

- Post graduate qualification in (Area of Specialisation or working towards).
- Current Motor Vehicle Licence.
- Current First Aid Certificate.