



## **SACRED HEART GIRLS' COLLEGE**

### **POSITION DESCRIPTION**

#### **HOMEROOM TEACHER**

Sacred Heart Girls' College is a Catholic faith community enriched by the Our Lady of the Missions charism; a community where students are at the heart of all that we do.

We commit to honouring the uniqueness and gifts of each person by:

- Celebrating and strengthening our Catholic identity, history and heritage
- Creating an authentic, challenging, collaborative and safe learning environment
- Building a culture of excellence
- Adopting ethical and responsible practices that ensure sustainable use of resources
- Working in partnership with parents and the broader community

The Homeroom Teacher is responsible to the Year Level Leader for aspects of the wellbeing of the students in his/her Homeroom. The Homeroom Teacher has an important position within the College, and as such, is expected to commit to the vision and values of the college and carry out leadership that reflects the vision and values articulated in the College Mission Statement and in accordance with the College Strategic Plan and the School Improvement Plan. The Homeroom Teacher will provide cultural, student wellbeing, human and technical leadership to the students in the Homeroom.

### **POSITION RESPONSIBILITIES**

The Homeroom Teacher will:

#### **Provide cultural leadership to the Homeroom**

- Actively and publicly promote and support the college, its mission, vision and values;
- Provide students with a child-safe environment
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Foster a positive climate within the Homeroom that is compatible with the college ethos and expectations
- Be a visible presence within the Homeroom
- Be a positive role model to students
- Work with the Year Level Leader in relation to the organisation of relevant activities and events that occur at the year level and Homeroom
- Where appropriate, share with the Year Level Leader in being a presence in the year level and the school community.

### **Specific duties**

- Support the Year Level Leader in working with the College community in implementing the College Strategic and Annual Action Plans
- Participate in Homeroom Teachers' Meetings and other relevant meetings as required
- Assist with year level and Homeroom events as required
- Liaise with the Year Level Leader and relevant teaching and support staff on issues and matters relating to student wellbeing
- Participate in out of hours activities such as Year Level Camp, Year Level Information Nights and other events pertaining to their year level and Homeroom.

### **Provide student wellbeing leadership to the Homeroom**

- Demonstrate a commitment to achieving best practice in matters relating to student wellbeing
- Take responsibility for student wellbeing matters within the Homeroom
- Implement strategies that ensure the college is meeting the personal, social, emotional, physical, intellectual and spiritual needs of its students.

### **Specific duties**

- Liaise with the Year Level Leader to discuss wellbeing and administrative matters
- Actively support and participate in relevant Homeroom and year level programs
- Collaborate with Homeroom Teachers within their year level groups to plan, develop and teach the Wellbeing Program
- Work within their Homerooms to meet the wellbeing needs of their students
- Implement the College Wellbeing and Positive Behaviours Policies
- Ensure the Homeroom is conducted in accordance with College expectations as outlined in the Staff Handbook

### **Provide human leadership to the Homeroom**

- Demonstrate excellent interpersonal skills and the capacity for effective communication
- Demonstrate effective leadership of the Homeroom
- Encourage and build the leadership capacity of all students within their Homeroom
- Work in partnership with parents / carers in the education of students
- Facilitate processes that ensure collaborative consultation, effective communication, sensitivity and respectful responses to student needs
- Implement strategies that are responsive to student, parent and community needs
- Provide a safe, harmonious and collaborative Homeroom climate.

### **Specific duties**

- Work with the Year Level Leader to set goals for their Homeroom and year level and monitor progress towards achieving these goals
- Liaise with parents regarding student wellbeing matters
- Liaise with the Year Level Leader regarding serious concerns or issues relating to student wellbeing matters in their Homeroom
- Provide opportunities for students within the Homeroom to develop leadership skills.

### **Provide technical and organisational leadership to the Homeroom**

- Demonstrate high levels of organisational and administrative skills
- Maintain accurate records in accordance with College policy and practices
- Co-ordinate and manage the Homeroom
- Where appropriate, liaise closely with relevant people including Learning Support, counsellors and subject teachers.

### **Specific duties**

- Ensure student attendance rolls are accurately maintained and regularly checked, following up all unexplained absences
- Follow College procedures and expectations regarding student absence as outlined in the College Staff Handbook
- Oversee the orderliness of their Homeroom and assist in maintaining the year level area
- Follow College procedures and expectations regarding student semester reports as outlined in the College Assessment and Reporting Policy

### **Variation to Position**

The principal, or delegate may assign other duties from time to time, which are broadly consistent with the role or vary the Position Description, after consultation, in response to the changing needs of the College.

### **Terms and Conditions**

The successful candidate will be provided with a Staff Handbook that sets out the expectations and requirements of employment at the College. Child protection legislation requires preferred applicants to be subject to employment screening. Sacred Heart Girls' College supports the principles of equal opportunity employment and encourages diversity in the workplace.

### **REPORTING RELATIONSHIPS / CONNECTIONS**

<b>Reports to</b>	Year Level Leader
<b>Internal Liaisons</b>	Learning Leaders, Year Level Leaders, Learning Diversity Leader, VCE Leader, Homeroom Teachers, Staff, Students, parents
<b>External Liaisons</b>	Relevant Professional Associations