



Rosebank is a Good Samaritan Independent Secondary Catholic College in the Benedictine tradition, committed to the successful integration of e-learning and innovative pedagogy across the Curriculum.

Applications are invited from people with a passion and flair for teaching for the following full time position:

Assistant House Coordinator

Commencing: Term I, 2018

Key Selection Criteria:

- Experience in developing, delivering and implementing Pastoral Care Program units
- Ability to assist in the leadership of Home Room teams in effecting administrative compliance
- Commitment to ensuring the development and growth of House identity and community
- Experience in coordinating Year specific events such as Reflection Days, Camps, Information Evenings etc.
- Ability to provide support for the maintenance and implementation of the student management framework
- Demonstrate an appreciation of the needs of adolescent boys and girls across all years of High School
- Work effectively with young people to develop successful learning habits
- Utilise excellent communication and interpersonal skills
- Work effectively within a team environment to support the Catholic ethos and learning culture of the College

Closing date for applications: Tuesday, 12 September 2017

Applications must include a Cover Letter and at least 4 contactable references posted or emailed to:

The Principal, Rosebank College
1a Harris Rd, Five Dock NSW 2046
principal@rosebank.nsw.edu.au

For further information and a full role description
visit our website: www.rosebank.nsw.edu.au

The successful applicants will be subject to Employment Screening under the Child Protection Legislation.

Assistant House Coordinator

Core Role, Purpose and Accountability

The Assistant House Coordinators are responsible to their relevant House (Pastoral) Coordinator and through them to the Dean of Pastoral Care and Assistant Principal. The role exists to provide support to the House Coordinators to ensure the wellbeing of students, individually and as a House group. The House Assistants will assist in the leadership of Home Room teams, ensuring effective administrative compliance. The role is integral to the management of student behaviour and academic achievement and wellbeing within the school.

Role Responsibilities

All tasks are completed in conjunction with the House Coordinator and the support of the Home Room Teacher and include:

- Act as the 2IC in the short-term absence of the House Coordinator.
- Administration and support of the students in achieving the outcomes of the College's ELearning program.
- Assistance with the monitoring of the correct use of student diaries.
- Maintain and promote very high standards of behaviour and student management within the House by implementing agreed College expectations concerning uniform, personal presentation, behaviour and attendance.
- Assistance with the implementation of the Pastoral Care Program.
- Contribute to the understanding and promotion of student leadership within the House.
- On-going administration of student lockers.
- Assistance in the smooth administration of home-school communication. This involves the calculation of return slips and the encouragement of students to return items of home-school communication promptly.
- Attendance at Year specific events such as reflection days, camps, House Events and information evenings.
- Communication with parents made in consultation with the House Coordinator.
- Promote and support the House fundraising activities.
- Assistance with periodic reporting.

Personal and Professional Qualities:

- Willing to show initiative; exercise creativity and adaptability; able to work as part of a team and have honest and positive interactions with all staff and students.
- Committed to success for all staff and students at Rosebank College.
- Be committed to continuous improvement in their own teaching practice and leadership development through a variety of means, including further study, professional development and professional mentoring.
- Have an active understanding of key themes in contemporary educational research in relation to effective teaching and learning and evidence based decision making

Providing Spiritual and Religious Leadership

- Attending and contributing to school liturgical celebrations;
- Actively supporting the initiatives of the Dean of Mission;

- Actively supporting initiatives for prayer, celebration and liturgy;
- Actively supporting the Pastoral Care program and Catholic ethos of the College.

Developing the College Learning Community

- Liaising closely with the Pastoral Coordinator to ensure that the relevant strategic directions of the College are addressed and achieved.

Providing Innovative Leadership

- Maintaining own professional learning by attending and engaging in inservices and other relevant Professional Development opportunities
- Actively participating in the implementation of the College's Strategic Plan and College Priorities

Promoting Quality Relationships

- Recognising the cultural diversity of the College community;
- Modelling and developing quality relationships with students and staff;
- Respecting the individual needs of students and staff;

Providing Organisational Leadership

- Assisting in the maintenance of compliance records, such as attendance;
- Providing support and acting as the 2IC for the House Coordinator

Other duties assigned from time to time by the Principal.