



POSITION DESCRIPTION

Position:	Head of House – Middle School
Line Manager:	Head of Middle School
Status:	Teaching Position of Responsibility
Time:	0.30 FTE Time Release
Classification:	Band 2 Level 2 Allowance Pulteney Grammar School Enterprise Agreement (Est. 2026)

Preamble

Founded in 1847, Pulteney Grammar School is a leading co-educational Anglican school woven into the fabric of Adelaide. Defined by a tradition of innovation, Pulteney Grammar School provides an education that positions its 1,000 students to prosper. Uniquely located on one site within the CBD, Pulteney is an active and proud member of the City of Adelaide and enjoys a rich and vibrant Old Scholars community characterised by an authentic belonging.

Guiding our strategic direction is a unified sense of purpose and ambition crafted through our history. Pulteney's DNA captures its lived values: the aspects of culture that define the current School and which resonate as aspirations for the future. The DNA influences and informs our decision making and our actions; it establishes that to which the School holds fast:

Authentic - Honesty, truth, integrity.

Purposeful- Intentional, resolute and reflective.

Personalised- Curated and distinctive experiences.

Boundless- Limitless opportunities sought through passionate thought and deed.

Enduring- Legacy etched through a community's tradition, innovation, service and faith.

Relationships - Respect and empathy fostered through collaboration and care.

Belonging and Connection

At Pulteney Grammar School, every student is welcomed into a House upon commencement. Each House is led by a dedicated Head of House who offers ongoing leadership, guidance, support, and encouragement. The House system is the cornerstone of our pastoral care approach, ensuring each student is known, valued, and supported throughout their School experience.

Through participation in long-standing traditions, collaborative events, and community initiatives, students build meaningful relationships and a deep sense of connection and belonging with others across the School.

Our House system supports the social, academic, emotional, and spiritual wellbeing of every student. Its key aims are to:

- Strengthen the positive influence of the School on each student's character
- Encourage students to take responsibility for their learning, participation, and broader community involvement
- Promote lasting values such as respect, integrity, kindness, and gratitude
- Foster a vibrant School spirit through respectful and positive relationships
- Recognise, nurture, and celebrate the unique talents and strengths of every student
- Provide proactive support in times of challenge

The Head of House plays a pivotal role in bringing the House system to life, serving as a dedicated mentor and advocate for each student. Through their leadership, the School's values and commitment to student wellbeing are upheld, ensuring every young person thrives in a supportive and connected community.

Role Profile: Head of House – Middle School

The Head of House – Middle School plays a key role in guiding the overall wellbeing and development of each student in their House. This position takes a holistic approach, supporting students across emotional, social, academic, spiritual, and cultural dimensions. It also involves working closely with the Senior School Head of House to nurture a positive and connected House culture from Years 7 to 12.

With a specific focus on students in Years 7 to 9, the Head of House – Middle School responds to the unique needs, challenges, and opportunities of this critical stage of adolescence, providing tailored support as students prepare for life beyond school.

The Head of House creates a positive, inclusive environment that supports connection, engagement, and student leadership. They provide direction to House Tutors and students and lead the implementation of effective systems that strengthen professional partnerships among students, staff, families, and the wider Pulteney community.

They are also a key member of the Wellbeing Committee, ensuring that leadership initiatives and a culture of service, care and support are effectively embedded across the House.

The House structure empowers students to contribute meaningfully, develop leadership, support peers, and lead programs within the House context.

Reports to: Head of Middle School

Key Relationships: Heads of House, Director of Teaching and Learning, Head of Teaching and Learning 7-12, Chaplain, Counsellors, Heads of Department, Inclusive Education Team, Health Centre, Head of Sport, Teaching Staff.

Key Reports: House Tutors

Pastoral Care and Wellbeing

As a key member of the Middle School leadership team, the Head of House actively contributes to a culture of care and connection by leading, guiding and supporting the students and Tutors within their House. This role reflects Pulteney's commitment to student wellbeing, positive relationships, and

purposeful learning, with a clear emphasis on relational and adaptive leadership. Responsibilities will include:

- Supporting the physical, emotional and academic wellbeing of students
- Offering consistent guidance and advocacy for students
- Modelling and applying restorative practices to support positive behaviours and manage conflict
- Recognising and celebrating student progress and contributions
- Encouraging participation in co-curricular and school life
- Upholding high expectations for student conduct, presentation and respectful behaviour
- Working with the Head of Senior School to monitor attendance and respond to concerns promptly
- Implementing consistent positive engagement aligned to school policy
- Contributing to the development and implementation of pastoral initiatives across year levels
- Regularly communicating with families about student wellbeing and House activities
- Supporting the Activate Program by contributing to the development of age-appropriate content
- Collaborating with the Senior School Heads of House to ensure a unified House culture Years 7-12
- Maintaining detailed and confidential pastoral records for students
- Establishing a positive House tone and culture
- Coordinating support for students in partnership with the Wellbeing team, Inclusive Education team, SACE coordinator, Chaplain, and pastoral staff
- Analysing wellbeing data and refining practices to meet emerging needs
- Maintaining open and responsive communication with families
- Attending camps, retreats and excursions to support student engagement and wellbeing across the Secondary School.
- Active involvement in subject counselling, including meeting with students and families, and collaborating with relevant teaching staff

Leadership, Staffing and House Tutor Meetings

Meaningful communication and professional collaboration are essential in leading, supporting and developing Tutors within the House. The Head of House will play a pivotal role in nurturing a cohesive Tutor team, aligned with the values of relational leadership and student-centred care. The Head of House will:

- Lead and support Tutors with professional learning, mentoring, and performance feedback
- Promote a culture of care, collaboration and high standards among Tutors
- Serve as a role model and source of guidance for staff and emerging leaders
- Educate Tutors on the pastoral program and support effective delivery
- Work with subject teachers to monitor student engagement and wellbeing
- Support Tutors in addressing pastoral and behavioural concerns
- Engage in professional development to lead best practice in wellbeing
- Advise on Tutor staffing matters and facilitate group allocation
- Lead regular House Tutor meetings, encouraging shared ownership and input
- Oversee operational matters, such as House activities and expectations
- Collaborate with fellow Heads of House and senior leaders on shared goals
- Ensure all practices are consistent with School values and policy
- Maintain clear and timely documentation of serious concerns or complaints

- Provide leadership in team coordination, problem-solving, and staff support

Orientation and Transition

The Head of House plays a vital role in welcoming new students and their families to the Middle School, ensuring a smooth transition through orientation and key community events. These moments offer an early and valuable opportunity to foster authentic relationships between the Head of House, the student, and their family. Working closely with the Head of Middle School and House Tutors, the Head of House will:

- Ensure new students are welcomed, informed, and oriented effectively
- Review student background and interests to support successful integration
- Assist with class and Tutor Group placements
- Build strong relationships with new students and families
- Work with Senior School Heads of House to support Year 9 students as they transition to Senior School, ensuring continuity of care and relevant pastoral insights
- Share the House ethos, history, and values
- Ensure students experience a smooth transition within and between year levels

House Leadership Programs

The Head of House plays an important role in role modelling student leadership within the House, supporting students to grow in confidence, character, and contribution. Aligned with Pulteney's commitment to student voice and agency, the Head of House will:

- Supporting student leadership development and appointments (e.g., House Captains, Prefects)
- Mentoring House leaders in collaboration with staff
- Promoting House spirit and collaboration
- Building peer support systems, including buddy programs
- Providing varied leadership opportunities for students across year levels
- Supporting student-led initiatives and encouraging voice and agency

Develop House Spirit

The Head of House plays a vital role in establishing a strong sense of identity, pride, belonging, and connection within the House community. Through meaningful relationships and active engagement, the Head of House supports students to feel seen, valued, and empowered to contribute. In alignment with Pulteney's values and commitment to holistic education, the Head of House will:

- Promoting a sense of belonging and active engagement within the House
- Leading regular House meetings that include student voice
- Supporting inter-House events and co-curricular involvement
- Encouraging participation in House carnivals, competitions, and celebrations
- Highlighting student success and recognising growth and contribution
- Involving families in House events and community-building
- Working with the Chaplain to support House-based Chapel services
- Promoting respectful and inclusive behaviour during events
- Sharing House achievements within the wider School community
- Participating in key co-curricular programs connected to the House
- Coordinating meaningful service-learning opportunities in partnership with external organisations
- Organising House-specific events and family engagement opportunities

Ceremonial Duties

As a senior pastoral figure, the Head of House contributes to major School events. Responsibilities include:

- As a senior pastoral figure, the Head of House contributes to major School events. Responsibilities include:
- Leading, attending and participating in School functions, assemblies and services
- Leading or contributing to House events and community gatherings
- Supporting the planning and delivery of end-of-year and transition events

Any other duties as requested by the Head of School and/or Principal.

Work Health and Safety

This role is deemed to be a Worker under the *Work Health and Safety Act 2012* (SA). As a Worker, while at work the Head of House must;

- take reasonable care for their own health and safety
- take reasonable care that their actions or omissions do not adversely affect the health and safety of other persons
- comply with any reasonable instruction given by the School
- assist in the support of a safe workplace by reporting hazards, incidents, accidents and potential risk.
- appropriately use any equipment provided at the workplace
- cooperate with any reasonable policy or procedure of the School that is related to health and safety at the workplace that has been notified to workers

PERSON SPECIFICATION

Qualifications

- Current registration with the Teachers Registration Board of South Australia
- Tertiary qualifications in education, ideally with a focus on middle or senior years

Experience

- Proven success in pastoral care, wellbeing and student support
- Strong communication and interpersonal skills
- Demonstrated ability to build and sustain positive relationships with students, families and staff
- Experience in leading and developing staff teams

Knowledge

- Deep understanding of adolescent development and wellbeing best practice
- Knowledge of middle and senior years teaching and learning principles
- Proficiency with learning technologies that enhance student support

Personal Attributes

- Commitment to student wellbeing and inclusive pastoral care
- Reflective, responsive, and proactive in practice
- Able to model integrity, empathy and professionalism
- Effective organiser with the ability to prioritise and delegate
- Skilled communicator who connects across diverse audiences
- Collaborative team member and leader
- Actively engaged in continuous learning and School life
- Confident in maintaining accurate, confidential records through the School LMS\

Approved:
Greg Atterton, Principal

Date: October 2026