

# **The role of a Home Room teacher**

The House System was reintroduced to Rossmoyne in 2018 with the aim of developing a strong sense of belonging and connection for all of our students. The overall results have been positive and we now need to build on this to ensure it becomes entrenched as part of the Rossmoyne culture and ethos. To do this you must be the champions of the House System for your Home Room. Treat your Home Room as you would any class, not as a time filler or free time, and be a role model for a positive house spirit.

## **Your role**

### **Classroom expectations**

- Model and encourage students to follow the iCARE values
- Set your Home Room expectations early
  - Participation, punctuality, uniform etc.
- Set a no screen policy during Home Room unless needed for an activity
- Set goals for you and your Home Room
  - E.g. I'll attend one social per semester

### **Relationships**

- Get to know the students in your Home Room – be a person to them not just a teacher
- Organise activities that encourage connection and helps the students get to know each other
- Get involved in the wider community of your House
  - Attend socials and carnivals, join up with other Home Rooms
- Get to know the other teachers in your House
- Have regular contact with your House Leader

### **Pastoral Care**

- Respond to requests for feedback on the students in your Home Room
- Follow up on any concerns you have regarding your students' attendance, uniform, lates
  - Talk to any students about any concerns you have
  - Report any concerns that continue to your House Leader
- Connecting students with students – encourage the students in your Home Room to get to know each other and support each other when needed
- Ensure your students know where to get support if needed (appendix)

### **SEQTA**

- Use SEQTA to record everything!
  - Positive entries for House Points
  - Interactions with students to address an issue
  - Any concerns about the student (make confidential if appropriate and email your House Leader)
  - Referrals to your House Leaders

### **Administration duties**

- Regularly check on your Home Room students' attendance, uniform and lates using SEQTA
  - Speak to your House Leader if you are unsure how to check data on SEQTA
- Make sure your students are aware of the Home Room program
- Keep your students up to date with events or opportunities are coming up
  - Check your emails / the school calendar / daily notices and make a note of anything your students may be interested in
- Communicate with the parents of the students in your Home Room
  - Introduce yourself and your role to the parents of your Home Room students by email /SEQTA at the beginning of the year (and when new students arrive) and let them know how it is best to contact you
- Actively participate in and be responsible for your Home Room during House assemblies

## Home Room program

- Know and adhere to the Home Room program
- Give feedback to Student Central about the Home Room programme – what is working, what would you like to change
- Collect any resources needed for your Home Room
  - Any physical resources needed for activities during the Wednesday Home Room will be available in the Staff Room/ your pigeon hole by Tuesday afternoon (or earlier)
- Check the program to make sure you are always prepared
  - Mondays are either House Assemblies or Unstructured
    - House Assemblies – do you know when? Arrive on time and actively supervise your Home Room
    - Unstructured time – plan your unstructured time (resources on shared drive/SEQTA)
  - Wednesdays are either House Competitions or a structured activity
    - House competitions – do you know what you are doing and where you need to be? Encourage all students to participate. Model enthusiasm and house spirit.
    - Structured activities – what is the activity? Do you have all the resources needed? Do you need to prepare anything?

## Support

- House Leaders
  - Your House Leaders are there to support you **and** your Home Room. Talk to them about any issues or concerns. You can also ask them to take your Home Room to model an activity.
- Buddying up with other Home Room teachers
  - Finding it difficult to motivate your Home Room or just looking for some inspiration? Let your House Leaders know and they can organise for you to spend some time with another Home Room within your House
- Shared drive / SEQTA
  - Home Room program
  - Resources for Home Room activities (structured and unstructured ideas)
  - Behaviour Management flow chart
  - Contacts list
  - Referral forms