

Position Description

Head of Boarding

The Head of Boarding has responsibility for the leadership, management and operations of the Boarding House, and for converting the Colleges' strategic goals into operational priorities and plans for Boarding. Other key responsibilities are to manage the physical, emotional, academic and spiritual development of the Boarders.

Procedures, in accordance with College policy, will be maintained and developed if necessary and communication with the parent body, staff and students fostered. The Head of Boarding will provide a link between the Boarding House and the Day School.

Key Areas of Responsibility

LEADERSHIP

- Determine strategic and operational priorities for the Boarding House in line with the Colleges strategic vision
- Be accountable for, and report on, all activities within Boarding
- Appreciate, respect and affirm others and work effectively with all stakeholders to create a positive and collaborative Boarding culture
- Model positive behaviours, which support the Colleges Code of Conduct and Values
- Remain up to date with of *Duty of Care* requirements, Australian Boarding Standards and implement changes as required
- Represent the College and participate at relevant events and activities
- Be a visible and interactive presence to the Boarders

BOARDING OPERATION

- Manage and oversee the daily operations of the Boarding House, including staffing, daily routines, weekend activities programme and Leave arrangement for Boarders
- Oversee the weekly activity program, develop and maintain all risk assessments related to Boarding
- Be accessible to Boarder parents and provide a high level of service to them
- Provide on call support to Boarding Staff and parents
- Share weeknight coverage of the Dining Room with the Boarding Staff
- Lead and co-ordinate Boarding meetings and special events
- Oversee and manage budgets and financial procedures of the Boarding House in liaison with the Business Manager

- Monitor the suitability of the Boarding facilities and liaise with Business Manager for the provision and maintenance of the facilities

- Liaise with the Catering Supervisor regarding the catering arrangements for Boarders and on-duty Boarding staff
- Lead and co-ordinate the ongoing process of reviewing and updating policies relating to the operations of the Boarding House and student welfare
- Lead and facilitate a safe and supportive work environment by ensuring compliance with the Compliance & Risk Officer via Complispace with the College's policies and procedures with external legislation and the Australian Boarding Standards

STAFF MANAGEMENT

- Provide 'line management' for all Boarding staff
- Lead the development of the staff roster and maintain accurate records of staff hours and timesheets for Boarding.
- Work with the Principal in the recruitment, induction, training and appraisal process for Boarding Staff
- Lead through exemplary practice, acting as a mentor to staff
- Ensure all Boarding staff complete a thorough verbal and written handover after each shift
- Conduct regular meetings and reviews with Boarding Staff and provide regular feedback regarding performance, including at least one formal appraisal per annum (in conjunction with the Principal)
- Support the on-going professional development of Boarding Staff, identifying suitable opportunities with College's priorities

PUBLIC RELATIONS AND STUDENT RECRUITMENT

- Communicate effectively with current and prospective Boarding students and families, staff and the wider College community, through a variety of methods
- Lead or organise tours of the Boarding House as required
- Identify opportunities to increase Boarding enrolments
- Represent the College and be fully and actively involved in the life of the College, including community events, functions and promotional activities
- Liaise with the Principal and Business Development Officer regarding new Boarding enrolments and co-ordinate the Boarding orientation and induction process.

STUDENT WELLBEING

- Promote and implement practices and initiatives that support and encourage the achievement of personal academic excellence and the all-round development of Boarding students
- Promote an open-door policy for students to gain assistance
- Promote high standards of student behaviour and manage behavioural issues within the Boarding House, as required
- Manage student and parent grievances and complaints in relation to the Boarding House, in consultation with the Leadership Team and appropriate staff
- Liaise closely with relevant staff (including the Principal, Deputy Principal – Spiritual & Pastoral, Head of Senior Middle and Junior School, Nurse, College Counsellor and Indigenous Education Officer) to ensure that appropriate and comprehensive care is provided to all Boarding students
- Lead, develop and manage the evening and week-end study sessions and individualised study programs to ensure the diverse learning needs of boarding students are met
- Attend College and community events to ensure all students are supported in the absence of their parent/carer

- Ensure that effective records are kept and maintained for all Boarding students
- Manage student leadership within Boarding and act as a mentor to students who have designated leadership roles

DUTY OF CARE:

- Be responsible for and supervise matters relating to Risk Management within the area of responsibility. This includes ensuring staff are operating in accordance with College policy in this area and that appropriate evaluation processes occur.
- Take responsibility for well-being needs, *Duty of Care* and the standards of behaviour of students in the Boarding House.
- Act as an appropriate role model for students.
- Actively support the *Code of Conduct* and insist on acceptable standards of behaviour of students
- Encourage students to take responsibility for their own actions and make them aware of the need to show respect for others in interpersonal relationships.
- Know and implement Emergency and Accident procedures ensuring drills for Emergency Evacuation and Lockdown are carried out each Term
- Ensure students and staff are aware of and comply with Work, Health and Safety procedures.
- Report student problems (academic/behavioural/personal) to the Head of School.
- Liaise with relevant teachers in relation to a students' non-completion of homework

OTHER DUTIES:

- Given the dynamic environment in which the College exists, the Principal reserves the right to alter the position description at any time to reflect emerging priorities and needs. Every effort will be made to consult regarding such alterations.
- The Head of Boarding is encouraged to participate in the co-curricular life of the College
- The Head of Boarding should ensure the Boarding School environment remains clean, pleasant and welcoming

GENERAL:

- The Head of Boarding is responsible to and reports on all aspects of the role to the Principal. Full authority is delegated from the Principal through the Head of Boarding to produce the desired outcomes.
- There is an expectation that the person in this role will keep up to date with developments in residential care and the associated professional organisations.
- An appraisal process will be in place for the Head of Boarding as per the College Professional Development program.