



Position Description Head of Boarding

Our Boarding Context

In 2024, St Ursula's College will have over 600 students from Year 7 to Year 12, including approximately 100 Boarders. We are the only all girls Catholic Day and Boarding College in Central Queensland and are located on the Capricorn Coast.

St Ursula's College has provided Boarding facilities for over 100 years. Our Boarding House, Yumba-Gy-You, is a three-storey residence accommodating up to 96 boarding students. This is complemented by Madden House, offering a more boutique and supported transitional environment for our Year 7 and 8 Boarding students.

Our Boarding community is well established and offers quality and extensive infrastructure to support adolescent girls in achieving a holistic educational experience. All facilities are located on campus and just a short walk from the academic parts of the College.

This position presents a unique, rewarding and exciting opportunity for an experienced leader.

Scope

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 our Boarders.

The Head of Boarding is the critical link between the Boarding House and the Day School.

Key Responsibilities

The Head of Boarding is responsible for the strategic leadership and oversight of all aspects of boarding and the development and maintenance of the College's relationships with the staff, families, students who live, learn and lead at the College. Responsibilities include:

- Work with the Principal and other key leaders to establish, implement and review the overall strategic direction of boarding programs and facilities;
- Manage the daily operations of the Boarding House including staff rosters, daily routines, weekend activities and leave arrangements;
- Lead and develop boarding staff to ensure they remain up to date with Duty of Care requirements, Australian Boarding School Standards and implement change as needed;
- Provide strong mentorship and leadership to Boarding staff and students in alignment with the strategic direction of the College;
- Oversee the development and maintenance of systems, policies and procedures which facilitate a supportive, safe, risk aware and compliant environment for students and

- staff;
- Take oversight of the appropriate health and wellbeing programs in place to support staff and students in alignment with the College Wellbeing Framework;
- Oversee the staff management of student behavioural issues ensuring they are in alignment with College policies and procedures;
- Liaise with Heads of School to ensure students are effectively transitioned each day between the College and boarding school and that clear and effective lines of communication are in place;
- Implement and ensure appropriate learning opportunities for boarding students that includes study and homework routines and opportunities;
- Oversee the financial procedures of the Boarding House and monitor Boarding House related expenditure in liaison with the College Business Manager;
- Be accessible for Boarding families and ensure that Boarding staff are liaising with families of Boarding students to ensure regular efficient communication addressing all aspects of Boarding life;
- Liaise with the Catering Manager and Facilities Supervisor to ensure that needs of boarding students are being met;
- Actively engage in public relations and student recruitment activities related to the sustainable growth of the Boarding community;
- Engage in College and community events to ensure all students are supported.

Qualifications

- Appropriate qualifications and/or recognised teaching qualifications;
- Duty of Care Book 1 and Book 2 or the willingness to complete within 12 months of appointment;
- Current positive notice or exemption card issued by Blue Card Services;
- Current First Aid/CPR;
- Bus License or willing to obtain within 12 months of appointment.

Shared Responsibilities

Student Protection

Student Protection is everyone's responsibility. At St Ursula's College, all persons undertaking work for or on behalf of the College have a shared responsibility for contributing to a child-safe environment.

All persons are to be familiar with the content of the College's Student Protection documents, including but not limited to Policies, Procedures, Codes of Conduct and Processes and their legal obligation to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be vigilant and observant, and to raise any concerns they may have to the Student Protection Officers at the College.

All individuals are required to participate fully in and understand the content of the training provided.

Other

- Be supportive of the goals, ethos and Mission of the College as a Catholic College in the Presentation tradition.
- Display high levels of professionalism ensuring that behaviours reflect the College Values and expectations.

- Take full responsibility for compliance with the Staff Code of Conduct.
- Have an awareness of and support for the policies, procedures and practices of the College.
- Take full responsibility for compliance with all College policies and procedures.
- Given the dynamic environment in which the College operates, the Principal may alter the responsibilities of this position at her discretion, in order to most effectively serve the needs of the College.