

HEAD OF BOARDING

Date	January 2021
Position Title	Head of Boarding
Employment Conditions	Full time, 5 Year Contract, subject to successful completion of 1 year probation period
Reports to	Dean of Boarding

The Head of Boarding is a residential position that is responsible for managing the wellbeing of the boarding community and the daily operations of the Anne Symington Boarding House at St Mary's Anglican Girls' School under the guidance of the Dean of Boarding. Approximately 180 girls reside in Anne Symington House, predominantly from rural locations in Western Australia.

ROLE

The Head of Boarding manages the daily requirements of the boarding house to support the efficient and effective operation of the boarding house. The Head of Boarding co-ordinates staffing, communicates with boarding families and oversees student requirements, to deliver a successful boarding house program.

It is a requirement that the Head of Boarding resides on the campus. A serviced four bedroom, two bathroom house is provided.

RESPONSIBILITIES

Plan and Manage Boarding House Staff

- Provide daily management of boarding house staff, in order to deliver a high standard of service to our boarding community.
- Co-ordinate staff rostering including staff relief and liaison with academic support staff.
- Assist in the recruitment and induction of staff.
- Ensure all boarding staff have the necessary qualifications and skills required.
- Liaise with key staff, the Health Centre, Laundry and the Kitchen to meet general daily requirements, as well as specific dietary or health needs of boarding students.
- Foster a supportive and caring working culture, ensuring teamwork and smooth working relationships between staff.

Manage Boarding Pastoral Care and Wellbeing

- Liaise with parents with regard to the individual progress of their daughter within the house.
- Support the Housemothers in managing any behavioural matters within the house.
- Strive to build positive education activities into boarding house routines in line with school wellbeing philosophies.
- Oversee all student leave and holidays arrangements.
- Initiate, develop and manage all Boarding House Programs.

HEAD OF BOARDING

Provide effective and efficient operations management

- Ensure the daily operations of the boarding house run smoothly and efficiently.
- Liaise with maintenance, grounds and cleaning contractors as required.
- Liaise with the School administration, to ensure consistent communication between the Boarding House and the School.
- Manage the boarding processes, policies and procedures in line with School guidelines.
- Ensure workplace health and safety, and risk management requirements for the boarding house are met.

Boarding Community Engagement

- Foster strong relationships with current, future and past boarding parents and families.
- Prepare regular parent communications, in co-ordination with the Dean of Boarding.
- Assist the Dean of Boarding in being responsible for the wellbeing of all boarders.
- Be the first point of contact for parent needs.
- Assist the Dean of Boarding to support boarding events, which may include Open School events, rural Field Days, boarding orientation programs, tours and information events.
- Actively participate in boarding and school events, as well as leading other staff to do so.
- Support strategies to enable positive staff, student, and boarding family relationships.

Other

- Actively participate in professional development opportunities.
- Other duties as directed by the Principal and Dean of Boarding.

The above is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

It is important to note, that the Head of Boarding is required to work flexible hours. This includes participation in a shared on-call roster for weekends during school term, and the requirement to attend meetings, events and functions outside of normal working hours, including weekends.

EDUCATION, EXPERIENCE, SKILLS AND PERSONAL QUALITIES

Education/Qualifications

Essential

- A tertiary qualification or equivalent experience in teaching or a boarding house environment.
- Certificate of Residential Care (to be gained within 12 months of appointment).

Experience and Skill

Essential

- Demonstrated success as a high performing leader or manager.
- Demonstrated experience in building strong, positive relationships.
- Proven ability to work collaboratively and energetically.
- Possess excellent written and interpersonal communication skills.
- Flexibility to be on-call on weekends and work out of hours.
- Ability to liaise professionally with staff, executive, students, parents, and broader St Mary's boarding community.

Professional Leadership Qualities

Essential

- Be an exemplary professional role model for staff and students.
- Attend a wide range of School activities regularly.
- Commitment to personal development.

WORKING RELATIONSHIPS

Internal Liaisons

Principal
School Executive
Boarding house students
Boarding house staff
Kitchen staff
Nursing staff
Teaching staff
Operations staff
Students

External Liaisons

Current boarding families
Future boarding students and parents
Hale School boarding house
The broader St Mary's community
Australian Boarding Schools Association (ABSA)

OUR COMMITMENT TO CHILD SAFETY AND CHRISTIAN VALUES

St Mary's Anglican Girls' School is a child safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are expected to be committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and in accordance with our Child-safe Framework. A valid Working with Children Card and National Police Clearance are required for all employees at St Mary's Anglican Girls' School.

St Mary's is an Anglican school and applicants should be able to demonstrate empathy with and support for the School's Christian values.

St Mary's is a non-smoking campus and all staff are expected to adhere to this.