

POSITION DESCRIPTION

Director of Boarding



METHODIST
LADIES'
COLLEGE

Reports to:	
Deputy Principal Years 7-12	
Supervises:	
Boarding House Staff and Catering	
Department/Section:	
College Leadership Team	
Key Relationships:	
Internal <ul style="list-style-type: none">• CLT• Staff• Students• Parents• Community	External <ul style="list-style-type: none">• ABSA• Yalari• Abstudy
Qualifications and Experience:	
Essential <ul style="list-style-type: none">• Relevant tertiary teaching qualifications• Proven record of leadership• Strong organisational, planning and accountability skills• Ability to problem solve	
Desirable <ul style="list-style-type: none">• Masters qualification	
Role Responsibilities:	
<ul style="list-style-type: none">• Strategic Planning to ensure the long-term sustainability of Boarding at MLC• Monitor the academic progress and wellbeing of boarding students• Liaise with parents to ensure effective communication regarding current and future student needs• Meet with each new boarding student at the beginning and end of term• Approval of leave using REACH• Assist in the formulation, implementation and presentation of programmes relevant to the boarding community, including orientation programmes, organisation of annual functions such as the boarding Valedictory dinner and themed dinners, as well as the organisation and oversight of the Carnival Weekend at the commencement of the school year• Monitor the pastoral needs of International students and ensures that required regulatory requirements are met• Monitor the pastoral needs of Indigenous students• Support the boarding prefect in their role to develop initiatives in the boarding domain• Organise boarder transport to appointments and airport• Identify opportunities for new markets in conjunction with Admissions	

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- Invited member of the College Leadership Team (CLT)
- Induction of new boarding staff and support of current staff
- Coach, supervise and conduct performance reviews of boarding house staff
- Review and develop staff rosters within budget limitations
- Liaise with the Health Centre to ensure the individual needs of students are met
- Liaise with the Catering Manager, Facilities Manager and Housekeeping to ensure effective operation of the boarding house
- Membership and attendance at Pastoral Care Board Meetings and Occupational, Safety and Health meetings on behalf of boarding
- Attend the Sustainability Committee meetings
- Meet fortnightly with Clinical Psychologists with regard to boarders' wellbeing
- Meet weekly with the staff from Chartwells with regard to the Dining Room and Café functionality
- Meet monthly with the Chartwells Area Manager with regard to the Catering provision of events and functions
- Attend the Future Footprints Coordinators Group
- Attend termly meeting with other Heads of Boarding and Australian Boarding Schools Association meetings
- Conducts tours of the boarding house with prospective families as needed
- Assist in the organisation of and attend MLC Open Days
- Oversee all boarding and non-boarding catering needs, including tracking of outsourced labour costs
- Manage the financial administration of the boarding house, liaising with the Director of Corporate Services and meeting budget forecasts
- Oversee leave policies and guidelines to ensure appropriate Duty of Care
- Oversee the recreation programme
- Promote the boarding house in conjunction with the Community and Engagement Team, including organisation, (direct administrative support regarding bookings, travel arrangements etc.) and attendance at relevant metro and regional boarding promotional events, contributions to the Wyvern newsletter, and fortnightly email communications with the boarding community
- Liaise with the Community & Engagement and Admissions Teams regarding boarding admissions
- Attend College functions as required
- Liaise with Yalari and other scholarship groups to ensure that appropriate support is being provided for these students
- Complete additional duties as requested by the Principal

Other Duties

On duty requirements:

- Approved roster fortnightly in advance
- Oversee Boarding House leader to ensure cover on weekends and be on call as required
- On call requirements: term time, sleepover weekly in the boarding house as required

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Terms of Appointment:

Appointment Period: Common Law Contract - Initial appointment is for 5 years

SIGNED: _____ DATE: _____

(Principal)

SIGNED: _____ DATE: _____

NAME: _____

(Employee)