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# HEAD OF BOARDING

## POSITION DESCRIPTION

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The Head of Boarding will demonstrate outstanding leadership and a strong commitment to the education and wellbeing of our boarding students. The Head of Boarding will lead the Boarding team to coordinate the provision of outstanding experiences for students within the residence.

Reporting to and working with the Pakenham Campus Principal, the Head of Boarding ensures the smooth running of the Boarding house in line with the College values of compassion, integrity and respect and the Mission of a holistic education at Beaconhills College.

This role is the key role in the residence for boarding students. Working under the direction of the Campus Principal Pakenham this position is responsible for the strategic leadership, effective running and management of the Beaconhills Residence.

Working with the Head of House Residential Students and Head of International, the Head of Boarding is co-responsible for monitoring the wellbeing of all boarding students, with a particular focus on their wellbeing and adherence to Child Safety requirements as well as all other elements of their holistic development such as their academic, physical, cultural, moral and service-oriented dimensions.

The College offers a very high standard of accommodation and provides a genuine home design that promotes both communicable living and development of independent living skills.

## KEY OUTCOMES

The outcomes are the high level expectations of the role that the College expects to be achieved. These outcomes will be visible should the Head of Boarding be operating effectively. These outcomes are the following:

- Boarding develops a strong, positive identity and culture that reflects Beaconhills' values, mission and vision
- In conjunction with the Head of House Residential Students, student's academic progress, engagement and wellbeing is monitored and proactively addressed with students, their parents and relevant staff and preventative and responsive wellbeing programs are in place in consultation with the Head of House Residential Students and aligned to the College wellbeing practices
- High levels of connection between key members of the Boarding community made up of positive, collaborative relationships and effective communication with families, staff and the School community.
- Budgets are maintained and resources appropriately allocated
- Student behaviour is managed professionally and documented appropriately
- Child-Safe and mandatory reporting requirements are met
- Contemporary programs and practice is supported through the effective development, management and implementation of innovation within the Boarding program
- Students have input into decision making and program development

- Data is used to inform decision making, accurate and meaningful data is maintained and monitored

## KEY RESPONSIBILITIES - Leading Residence

The key responsibility of the Head of Boarding is to provide oversight of the Boarding House, its staff and students that ensures a safe and positive environment for our students.

It is to be noted that no position description can capture the complexity of all tasks undertaken for a specific role within a School. This position description should not be seen as exhaustive or limiting and some flexibility is required when using this description to undertake the role. All position descriptions will evolve and change over time and the School commits to regularly review and update position descriptions to accurately reflect each position as it grows and changes.

## GENERAL SUMMARY

- Respond to critical incidents within the Boarding residence
- Support innovation of our Boarding program to ensure our program remains contemporary and competitive within the market and aligned to the College strategic plan
- Lead key projects that relate to the school improvement plan as it relates to the Boarding residence
- Oversee all aspects of the operations of the Boarding residence including: resource allocation, planning, staffing and budget setting
- Provide oversight of all communication to relevant stakeholders including families, students, staff and the broader school community
- Ensuring the Boarding house meets all of its regulatory obligations and governance requirements including compliance to the Australian Boarding Standards, Child Safe legislation, WHS and all other mandatory requirements
- Ensure all reporting and data management requirements are met
- Other duties, as appropriate and as specified

## OUR BOARDERS

- In conjunction with the Head of House Residential Students oversight of the learning and wellbeing of students in Boarding
- In conjunction with the Head of House Residential Students oversee the wellbeing/social development and academic progress of boarders and implement appropriate intervention strategies and continuous improvement strategies
- In conjunction with the Head of House Residential Students ensure that information regarding every Boarding student is current, comprehensive and clearly communicated to relevant members of the school community
- Stand in *loco parentis* care of each Boarding student
- Work with Enrolments and the Health Centre during the enrolment process to ensure that health information held for each student is recorded and distributed appropriately
- Have oversight of, and responsibility for, the general wellbeing, behaviour, discipline and morale of boarding students
- Implementing, modelling and monitoring all compliance for students and parents
- Dealing appropriately, and in a timely manner, with disciplinary matters to an agreed level of delegated authority in close consultation with the Head of House Residential Students
- In conjunction with the Head of House Residential Students provide necessary information to members of the teaching staff and relevant others regarding the personalised needs of individual boarding students



- Attentively supporting and providing for the needs of all boarding students, especially those who may have increased vulnerability such as linguistically or culturally diverse students
- Communicating and acting without delay on any matters of child safe, criminal conduct, mandatory reporting, reportable conduct and other relevant requirements
- Ensuring the Head of House Residential Students and Campus Principal Pakenham are briefed immediately on any matters relating to students, staff, the College, medical or other emergencies, police or critical incidents regardless of type, time and occurrence
- Maintain close interaction with Health Centre staff, external medical practitioners and similar parties in regard to the health and wellbeing of any boarding student, with full involvement or parents/guardians
- Liaise with food services, wellbeing, chaplaincy and property personnel regarding the maintenance of a safe, effectively managed and harmonious environment for students and staff to live in
- Approval in consultation with parents/guardians of all student leave and holiday arrangements
- Allocation of students to rooms, duties and study using a fair and objective system
- Involve students in leadership, service and decision-making of the residence, wherever possible, to encourage responsibility amongst students
- Support students in being involved in School events.
- Participate in regular case management meetings to discuss individual student issues, and how to support and manage these
- Model exemplary wellbeing care and management of students that focuses on respect, care, empathy and continual positive interactions and relationships.
- Be an advocate for students within Boarding, ensuring the student voice is heard in matters that concern them.
- Lead the induction of new boarding students who commence at the College.

## OUR STAFF

- Provide leadership to the staff working in residence including recruitment, rosters and team culture
- Oversee and manage to the Boarding staff professional development program, liaising with the Head of House Residential Students, Compliance Manager, Campus Principal Pakenham and Head of Wellbeing to ensure all Boarding Staff are appropriately and regularly trained
- Support all staff in implementing the School's behaviour management policies including the effective conflict resolution processes as required.
- Provision of sound induction and information sharing processes to ensure that staff are well versed on expectations, legislative and regulatory requirements and obligations and understand their role in that context
- Engage the residential staff on a day to day basis, monitoring performance and providing feedback on achievement of agreed standards, compliance with policies and procedures and overarching leadership of the residential team
- Manage staff rosters, workloads and allocation of tasks
- Ensuring that all staff have a clear understanding of College expectations, Codes of Conduct, communication protocols, processes for responding to student and parent queries and concerns
- Ensuring that staff are appropriately briefed and confident in expected responses to critical incidents, emergencies, evacuations and hazard events
- Providing training, support and attention for staff in their capacity to meet the needs of all students, especially those who may have increased vulnerability such as linguistically or culturally diverse students



## OUR FAMILIES

- Establish strong lines of communication and open working relationships with parents
- Communicate regularly with individual parents regarding the needs of their children
- Communicate with parents in general through regular updates
- Act as an ambassador of the College, providing a first point of contact for parents and external parties who contact the College to discuss any aspects of a student's progress or conduct
- Respond promptly to all parental and external communication, following agreed College protocols and keeping the Campus Principal Pakenham apprised of relevant information as and when it comes to hand

## CRISIS MANAGEMENT

- Provide initial triage for evolving responses in a critical incident in accordance with College policies
- Ensure that appropriate crisis management services are engaged and dispatched, as the situation demands
- Provide leadership in the implementation of risk management and health and safety practices as required
- Provide timely and appropriate communication to the Campus Principal Pakenham and parents (after advice and agreement with the Head of House Residential Students and Campus Principal Pakenham)
- Liaise with Emergency Services, medical practitioners and health professionals, Worksafe, or other investigators as may be applicable, regulatory bodies (in consultation with the Campus Principal Pakenham), property personnel to ensure the safety of the site, students and staff at all times

## COMMUNITY ENGAGEMENT

- Be a visual presence in Boarding
- Communicate clearly and effectively with key College teams relevant to the needs and activities of all boarding students, such as Health Centre, Wellbeing, Food Services etc.
- Support any promotional campaigns the College undertakes about our Boarding residence
- Provide any relevant content that supports the promotion of the Boarding residence

## REPORTING and DATA MANAGEMENT

- Complete incident reports where necessary for students and staff and carefully review individual situations to identify process improvements and analysis of the potential for future incidents to be prevented
- Use data effectively to manage boarding students' performance
- Accurately log student information, parent contacts and specific incidents in the College database
- Ensure all reporting activity is aligned to any compliance or regulatory requirements

## COMPLIANCE, RISK and REGULATORY REQUIREMENTS

- Provide support to the Compliance Manager in any regulatory reviews or reporting requirements as they relate to the Boarding residence
- Ensure relevant risk management of activities and submission of Risk Management Form (RMF) as required
- Review residence with regards to potential Occupational Health and Safety hazards.

## RESOURCE ALLOCATION

- Effective annual preparation and management of the budget for the residence, staffing and operating costs
- Ordering, control and review of supplies as necessary

## INNOVATION, SCHOOL IMPROVEMENT and STRATEGIC PLANNING

- Work in close conjunction with the Campus Principal Pakenham and the Executive Principal for proactive advance planning for the Residence, being responsive to emerging trends both within the College community and across the boarding sector.

## OTHER DUTIES

- Working with the Head of House Residential Students and Head of International the Head of Boarding carefully reviews student information on enrolment and commencement of each semester to identify changes and updates
- Communicate with Health centre, Beacon Explorers or other relevant staff prior to camps and excursions and ensuring all relevant medical, dietary and wellbeing information is communicated to relevant staff
- Remaining up to date of all boarding issues through appropriate professional memberships, maintenance of appropriate networks and school visits
- Providing a resource and referral service to assist young people in making positive wellbeing and healthy lifestyle choices



## LEADERSHIP COMPETENCIES

The Head of Boarding represents a leadership role. As part of the College's Leadership Framework there are key leadership competencies that are identified. These competencies form the basis of professional growth and development of our leadership teams.

### Leader in Community - role model for our learning community

- Participates as a collaborative team member and operates effectively in a collaborative team environment
- Is aligned with the School's ethos, vision and values
- Is curious, excited and invigorated by learning and is a continuous, autonomous learner who makes visible their own learning
- Possesses a positive outlook, exceptional interpersonal skills and high emotional intelligence with demonstrated ability to build authentic, collaborative and productive relationships
- Displays empathy, commitment and resilience
- Has a strong moral and ethical compass and cultivates credibility & honesty

### Leaders of Community - connected and engaged member of the community

- Have an ability and willingness to work collaboratively with other staff, parents and students regarding learning and wellbeing issues
- Be willing to be involved in all aspects of the School's program
- Collaborate openly with the Head of Wellbeing and Heads of Section across the College

### High level operator - operationalises

- Have demonstrated high-level written and verbal communication skills
- Be flexible and have an ability to adapt and operate effectively in a demanding and changing work environment
- Possess sound analytical and problem solving skills with a solution's focused and growth mindset
- Strong interpersonal skills and emotional intelligence with a demonstrated ability to communicate clearly and build rapport
- High-level planning and organisational skills
- Has high levels of self-awareness. Understands and manages self effectively

### Area Expert - demonstrated expertise supported by ongoing research

- Have expert knowledge of wellbeing content and relevant pedagogical and pastoral care approaches
- Possesses expert knowledge of Child Safety standards, policies and procedures
- Engage in training and development toward mental health risk assessment and response

### Managing situations - resolves issues

- Have skills in mediation and conflict resolution techniques with sound judgment and a calm and mature disposition
- Demonstrates a high level of confidentiality and discretion

### Managing, empowering and developing staff - creating conditions for staff to thrive

- Possess a high level of staff management and leadership skills
- Possesses strong leadership, staff management, coaching and mentoring skills with an ability to build staff morale and create a cohesive team.
- Solid understanding of staff management practices.
- Willingness and ability to develop and grow others and to hold others accountable

#### Leader of Innovation - ideas into action

- Is a creative and critical thinker who is open to new possibilities
- Actively seeks opportunities for collaborative planning. Brings the right people to the table to brainstorm, solve problems and make decisions



## Relationships and Networks

<b>LED BY:</b>	<ul style="list-style-type: none"> <li>● Campus Principal Pakenham</li> </ul>
<b>LEADS:</b>	<ul style="list-style-type: none"> <li>● Residential Staff</li> <li>● Students in residence</li> </ul>
<b>COLLABORATES WITH:</b>	<ul style="list-style-type: none"> <li>● Head of House Residential Students</li> <li>● Head of International</li> <li>● Head of Wellbeing</li> <li>● Wellbeing Staff</li> <li>● Heads of Sections</li> <li>● International Team</li> <li>● Teachers</li> <li>● Food Services</li> <li>● Health Centre</li> <li>● Human Resources</li> <li>● Marketing and Enrolments</li> <li>● Compliance Manager</li> <li>● OHS Officer</li> </ul>
<b>KEY WORKING GROUPS:</b>	<ul style="list-style-type: none"> <li>● Case Management Meetings</li> <li>● Boarding supervisors</li> </ul>
<b>EXTERNAL GROUPS:</b>	<ul style="list-style-type: none"> <li>● Parents</li> <li>● Networks</li> </ul>
<b>POSITION CONDITIONS:</b>	<p>This is a full time ongoing role commencing as soon as possible.</p> <p>The role lives in residence at the Boarding facility located in Pakenham and has accommodation and utilities provided in the form of a semi-detached 3 bedroom, 2 bathroom unit, available for their sole use 52 weeks of a year.</p> <p>The role has rostered shifts in the boarding and is also required to do shifts on the 24 hour on call roster.</p> <p>In addition to the shifts above, the role will have administrative and staffing responsibilities, as detailed below.</p> <p>The role works a 38 hour week, averaged over 52 weeks of the year and has 10 weeks annual leave.</p>
<b>REFERENCE DOCUMENTATION</b>	<ul style="list-style-type: none"> <li>● Staff Code of Conduct</li> <li>● College Policies and Practices</li> </ul>





## Qualifications

The successful applicant must hold (or be in the process of obtaining):

- A current National Police Check
- A current first aid certificate, including Asthma and Anaphylaxis certificates (or a willingness to obtain)
- Relevant qualifications in education or community service or youth work
- Certificate IV in Residential Care or a willingness to acquire

## Physical Capabilities

- Sitting (Occasional 1-33%)
- Standing (Frequent 34-66%)
- Walking (Frequent 34-66%)
- Talking (Frequent 34-66%)
- Listening (Occasional 1-33%)
- Steps / stairs (Frequent 34-66%)
- Carrying (Occasional 1-33%)

## Workplace Health and Safety Responsibilities

- Ensure that any hazards, incidents (including near misses) and injuries are reported immediately to relevant management.
- Cooperate in relation to activities taken by the College to comply with WHS legislation.
- Participate in consultation, meetings, training and other health and safety activities where required.
- Ensure only authorised, adequately trained staff undertake assigned tasks.
- Take reasonable care for personal health and safety and the health and safety of others in the workplace.

## Child Safe and Equal Opportunity Statement

Beaconhills College has zero tolerance for child abuse. Beaconhills is a child safe employer and is committed to the welfare of children and their protection.

Beaconhills has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the College's Child Safe Policy and Code of Conduct, which are available on its website. Beaconhills performs thorough assessments of potential and existing employees in accordance with the legislated Child Safe Standards. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person and is suitable for work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks, Working with Children Checks and checks of social media accounts.

Beaconhills College is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Aboriginal and Torres Strait Islander peoples are encouraged to apply for all positions at Beaconhills College.