

### POSITION DESCRIPTION

	Effective Date:	January 2025
<b>POSITION TITLE:</b>	Head of Boarding	
<b>REPORTS TO:</b>	Vice Principal Ultimately all roles report to the Principal	
<b>DIRECT REPORTS</b>	Assistant Head of Boarding Boarding Head of Years Boarding House Supervisors Boarding Administrator	
<b>EXPERIENCE AND QUALIFICATIONS:</b>	<ol style="list-style-type: none"> <li>1. <b>Relevant technical expertise, including:</b> <ul style="list-style-type: none"> <li>• Qualifications in Education, Boarding, psychology, wellbeing, counselling or social work (or working towards).</li> <li>• Significant experience in a Senior Leadership position within a Boarding House.</li> <li>• Proven capacity to use strategic and analytical skills to contribute to the recruitment and maintenance of a successful boarding house.</li> <li>• Well-developed capacity to effectively manage human, intellectual, financial and physical resources in delivering high quality outcomes.</li> <li>• Experience with working with and developing professional relationships with teenagers, leading wellbeing or academic structures</li> <li>• Practical application in computerised systems and databases.</li> <li>• Proficiency of administrative practices and procedures.</li> <li>• Strong safety mindset, and commitment to child safety.</li> </ul> </li> <li>2. <b>Work Attributes / Mindset</b> <ul style="list-style-type: none"> <li>• Demonstrated flexible approach to the role with the ability to multi-task and problem solve in a dynamic fast-paced environment.</li> <li>• Strong interpersonal skills with demonstrated ability to develop and sustain productive relationships within and beyond the school community.</li> <li>• Demonstrated capacity to liaise and work effectively with staff, parents and students in managing complex matters.</li> <li>• Proven capacity to operate both independently and collaboratively as part of a team.</li> <li>• Proven organisational skills with the ability to undertake computer related administrative duties.</li> <li>• High degree of initiative and enthusiasm.</li> <li>• Ability to work calmly under pressure.</li> </ul> </li> <li>3. <b>Communication and Interpersonal</b> <ul style="list-style-type: none"> <li>• Excellent interpersonal skills and the ability to build relationships and communicate effectively (written, verbal) with a strong customer service mindset.</li> <li>• Proven ability to always deal with confidential material with integrity and exceptional professionalism.</li> <li>• Willingness to uphold the ethos and values of the School.</li> </ul> </li> <li>4. <b>Other requirements</b> <ul style="list-style-type: none"> <li>• Approved Working with Children Check.</li> <li>• Successful WA Police Check.</li> <li>• "PTD" Authorisation Endorsement on Drivers Licence.</li> <li>• Senior First Aid Certificate.</li> <li>• Ability to work flexible hours and weekend work.</li> </ul> </li> </ol>	
<b>PERSONAL ATTRIBUTES:</b>	<ul style="list-style-type: none"> <li>• Down-to-earth, kind, warm and nurturing with the ability to build strong relationships with students.</li> <li>• Maturity, strong judgement and diplomacy skills, and the confidence to be a good role model in a primary position of care.</li> <li>• Passion and interest in pastoral care and mentoring young women.</li> <li>• A positive attitude towards students, parents and staff at all times.</li> <li>• Foster a culture of high-quality service and a solution-focused approach.</li> <li>• Strong problem-solving and conflict resolution skills.</li> </ul>	

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	<ul style="list-style-type: none"> <li>The ability to be a positive role model to the students, reflecting the values of the school</li> </ul>
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**POSITION PURPOSE:**

The Head of Boarding is responsible for all matters relating to the day-to-day operation and culture of Boarding at Perth College. This includes oversight of student progress and well-being, providing inspiring and effective cultural and community leadership and managing the operations of the Boarding house.

The Head of Boarding's primary focus is to provide an atmosphere in the Boarding House that will support boarders' wellbeing, academic and personal development needs.

This position will include a role in the day school, e.g. teaching responsibilities, should that be relevant.

**KEY RESPONSIBILITIES:**

***Strategic Leadership***

- Actively lead others in supporting, living and promoting the School's Vision, Purpose and Values, as a visible leader/participant in Boarding House activities and events.
- Engage with and demonstrate strategic leadership in the Boarding House and contribute to the School's strategic direction, programs and initiatives.
- Be innovative and creative in thought and remain abreast of current Boarding leadership trends and research.
- Plan, lead and manage change processes within the Boarding House.

***Staff Leadership and Management***

- Foster positive working relationships across the Boarding House; particularly coaching and supervising direct reports in their roles and supporting them to achieve personal and professional excellence.
- Foster a supportive and collegial professional environment.
- Deploy, train and develop all boarding staff to make the most effective use of their skills, expertise and experience and to ensure that all boarding staff have a clear understanding of their roles, duties and responsibilities.
- Establish a collaborative and consultative team environment that values each member's own unique contribution.
- Support Boarding House staff with the management of student matters.
- Work closely with Principal, Vice Principal and the Head of Human Resources to contribute to Boarding House staff recruitment, deployment, induction, performance, development and well-being.
- Work in partnership with the Director of Learning and Teaching (Years 7-12) to continually refine and support a seamless approach to processes and practices across the Senior School and Boarding.
- Model and advocate contemporary practice in Boarding. Be an instructional leader of staff.

***Organisational Leadership and Management***

- Oversee all Boarding House events and activities.
- Prepare and manage relevant recurrent and capital budgets looking for efficiencies whilst ensuring quality outcomes.
- Chair and participate in relevant committees.
- Maintain and promote the principles of Workplace Safety in accordance with policy.
- Demonstrate a flexible and collaborative approach to role by supporting and undertaking other tasks as required.
- Monitor and manage all risk assessment processes pertaining to the Boarding House.
- Any other duties as required by the Principal and/or Vice Principal.

***Duty of Care***

- Manage and oversee the provision of duty of care and security within the Boarding House and School surrounds both in and out of school hours to ensure the personal security of all boarders.
- Implement and review the Boarding House policies on an ongoing basis to ensure a high standard of duty of care for boarders, including the management of evacuation plans and procedures, building safety and food safety.
- Maintain and promote the principles of Occupational Safety and Health within the workplace in accordance with policy including taking appropriate action in relation to identified hazards and risks to ensure the safety of self and others.
- Provide leadership and coordinate emergency procedures for staff and boarders to ensure all safety procedures are understood and implemented.

	Effective Date:	January 2025
<b>POSITION TITLE:</b>	Head of Boarding	

- Ensure regular communication with the Health Centre is maintained by all staff to safeguard boarders' health requirements.

**Wellbeing – Student and Parents**

- Provide a Boarding House environment which is inspiring and nurturing, that ensures that staff and facilities are as close to a family home environment for the students as is possible.
- Work closely with the Vice Principal, Assistant Head of Boarding and Boarding House - Heads of Years to oversee the operation of the Boarding House and have quality assurance processes in place to ensure high quality student experiences and outcomes.
- Establish and manage the provision of a high standard of pastoral care for boarders, to ensure a sense of well-being, safety and security.
- Ensure that student agency is encouraged to shape the life of the Boarding House through leadership development, formal leadership positions and student voice.
- Provide the leadership and direction in the Boarding House in relation to a fair and appropriate level of behaviour management occurs in all student related matters.
- Ensure wellbeing processes and practices in the Boarding House support the School's Wellbeing pillar and Strategic Intent.
- Support students to enable their successful and confident transition from home life to boarding life.
- Take an active interest in the academic, co-curricular and activities of each and every boarder as well as being attuned to small, incidental ways of nurturing wellbeing.
- Foster a safe and inclusive community with a strong culture based on the School's Values.
- Work with individual students and families to support the wellbeing and academic needs of their child.

**Communication**

- Develop and maintain effective communication and consultation with staff and the wider School environment by ensuring ongoing contact between Boarding House staff, Heads of Year, subject teachers, Kaya teachers, School Psychologists and Counsellors, School Chaplain, Health Centre and Learning Engagement team.
- Oversee and maintain positive, effective and regular communication with Boarding parents through a variety of channels.
- Communicate proactively with individual families.

**Operational Leadership**

- Delegate tasks and responsibilities both fairly and consistently amongst the members of the boarding team.
- Maintain a Boarders' Handbook and Boarding House Procedures Manual.
- Oversee the direct academic and recreational/social activities within the Boarding House, alongside boarders' leave arrangements.
- Develop and review staff rosters to ensure a fair deployment of staff that meets required ratios to ensure duty of care.
- Develop, monitor and maintain the annual budget for the Boarding House.
- Manage parent functions across the course of the year.
- Take a lead role in promoting the Boarding House, including Field Days, visits to rural areas and providing prospective parents and students with tours.
- Work with the Health Centre to ensure appropriate medical and health needs of boarders are met.
- Oversee the investigation of complaints and concerns from students, parents and staff, escalating to the appropriate channels and reporting breaches if required. Ensure outcomes are recorded accurately and comprehensively.
- Work as an active and professional team member of the Boarding community in conjunction with the School's vision.

**Reporting**

- Oversee academic reporting requirements and support as necessary.
- Assist the AHoB in reviewing reporting procedures.
- Report any students of concern to the Director of Wellbeing and their Head of Year in the day school.

**Tutors**

- Oversee successful support of the academic needs for boarding students.
- Ensure the AHoB/Head of Years and Boarding House Administration are following the processes and practices required for compliance in the appointment of tutors.

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<p><b>Professional Learning</b></p> <ul style="list-style-type: none"> <li>➤ Be responsible, as will all staff, for identifying areas of need within the Boarding House and suggesting Professional Learning (PL) for Boarding staff.</li> <li>➤ Attend all PL days arranged for the Boarding House staff.</li> <li>➤ Attend conferences and PL events as requested by the Principal or Vice Principal.</li> </ul> <p><b>Appraisal</b></p> <ul style="list-style-type: none"> <li>➤ All permanent Boarding Staff will be expected to be appraised regularly, and this may include feedback from a number of areas, including the HOB, parents, other designated Boarding staff, self and students.</li> </ul>
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<p><b>SUCCESS CRITERIA:</b></p> <ol style="list-style-type: none"> <li>1. Demonstrated ability to support, model and advance the vision, purpose and strategic goals of the School.</li> <li>2. Effective operational leadership operations of the Boarding House relating to student learning, progress and well-being.</li> <li>3. Leadership of students and staff to advance a positive culture which is reflective of our vision.</li> <li>4. Demonstrated ability to foster and develop positive relationships with staff, students and parents</li> <li>5. Effective and accurate communication with parents, students and staff.</li> <li>6. Compliance with State and Federal legislation regarding all student and Boarding House related matters.</li> </ol>
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<p><b>HOURS OF WORK</b></p> <p><b>Hours of Work</b> Full-time role undertaking the hours required to fulfil the role, which include participation in the Boarding House Roster which is based on staggered shifts across a 7-day rotating roster across the weeks that the Boarding House is operational.</p> <p>As with all leadership positions, this role will be required to complete some work during the school holidays to ensure the Boarding House is organised and ready for the term and year ahead.</p> <p>Some flexibility of hours (evenings and weekend work) will be required to facilitate effective input and involvement in the full scope of this position.</p> <p><b>Accommodation</b> The Head of Boarding will be resident close to School campus and the accommodation available is suitable either for a family or individual person.</p> <p><b>Leave</b> Generally, staff in these positions could expect to take approximately 6-8 weeks leave during normal student holiday periods.</p>
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