



DIRECTOR OF BOARDING

Position Information Document

CONTEXT:

Sacred Heart College Senior is a Catholic College in the Marist tradition. "A Marist school is a centre of learning, of life, and of evangelizing. As a school it leads its students and staff to learn to know, to be competent, to live together and most especially to grow as persons" (Institute of Marist Brothers of the Schools, 1998, p. 49).

The importance of guiding and providing support to young people through their schooling cannot be overstated, as parents entrust the care of their son and/or daughter to the staff of the Boarding House. The Director of Boarding is delegated to exercise direct responsibility for Boarding House administration, staff and professional development, and overall coordination of the Boarding House. While routine matters are delegated to the Girls and Boys Boarding House Coordinators, it is the responsibility of the Director of Boarding to ensure that pastoral care, study, supervision, co-curricular activities and discipline for the boarding community operate at optimum level.

In particular, the Director of Boarding will collaborate with the Directors of Students on each campus in relation to the pastoral care of students (including behaviour management) and the Directors of Teaching and Learning on each campus in the organisation of the timetable and associated administrative matters, with a special regard for the overall care of boarders. Operational matters pertaining to the Boarding Program are managed in collaboration with the College Operations Manager.

PERSON SPECIFICATION:

The Director of Boarding will be:

- Aware of, responsive to and give witness to the Catholic and Marist values at Sacred Heart College;
- A skilled and experienced administrator;
- Cognizant of and responsive to best practice in school boarding houses;
- A positive role model for young people;
- Able to offer the necessary help to students as they move through Secondary School;
- Skilled in people management and with excellent communication skills;
- Able to empathise with and respond to the complex demands of a senior secondary education environment;
- An efficient administrator, able to work well under the pressure of deadlines and within budget parameters;

- Able to enthuse and inspire students, and work with colleagues to create a positive collaborative living and working environment;
 - Awareness of and respect for the rights and needs of Aboriginal and Torres Strait Islander students;
 - Someone who is committed to regular professional development and encourages other staff to do the same, including a commitment to personal and professional development in Aboriginal Education;
 - Able to work in close co-operation with the Principal and other members of the College Executive and Hearts Leadership Team;
 - Responsible for the development of clearly articulated policies for the Boarding community in areas such as enrolments; pastoral care; use of resources and day-to-day management;
 - Adept at future planning;
 - Chair and lead the Boarding House Leadership Team: Girls Boarding House Coordinator and Boys Boarding House Coordinator;
 - Responsive to the requirements of the College's Child Protection Policies and Practices in a student residential context;
 - Develop effective relationships with College staff on each campus;
 - Able to analyse and resolve problems in a systematic and effective manner.
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SPECIFIC RESPONSIBILITIES:

The Director of Boarding is appointed by the Principal, upon the endorsement of the Marist Schools Australia Regional Director. The specific responsibilities of the role are negotiated with the Principal, and are as follows:

As a Religious Leader to:

- Encourage and support the development of the Catholic and Marist culture and traditions of the Boarding House;
- Give personal witness to Catholic values in carrying out his/her duties;
- Support the primacy of faith experiences in the Boarding House;
- Organise, encourage and participate in the liturgical, sacramental and prayer life of the Boarding House including preparing Chapel and attending Sunday Mass and or Liturgy with the boarders.
- Support the link between the Boarding House, the school and the local Marist Brothers Community and the Brighton Parish.

As a Pastoral Leader to:

- Be responsible for the welfare, behaviour education and behaviour management of boarding students;
- Maintain a knowledge of contemporary pastoral theory and practice as it applies to residential care of students;
- Facilitate the integrity of a Boarding House environment which is conducive to optimal outcomes for students, in all areas of their development;
- Ensure equity between the girls and boys Boarding Houses;
- Identify 'boarders at risk', clearly articulating the concerns and working with them on a one-to-one basis and when appropriate informing the Director of Students and/or Director of Teaching and Learning;
- Be available to students, staff and parents;
- Induct new students into the Boarding House and where necessary facilitate peer support;

- Foster an environment that is supportive of the sensitivities of Aboriginal and Torres Strait Islander culture and spirituality;
- Coordinate the appointments, supervision and development of the student leaders in the Boarding House;
- Facilitate the resolution of informal student grievances.

As a Community Leader to:

- Promote positive relationships within the Boarding House, staff and students which are reflective of Gospel values;
- Monitor and support staff and student well-being;
- Help facilitate the regular professional review of staff, and their regular appraisal;
- Oversee the continuing personal and professional development of Boarding House staff including that all staff participate in essential cultural safety training;
- Monitor and update Position Information Documents as necessary;
- Represent the Principal as necessary at various professional and social meetings and functions as pertaining to the Boarding House;
- Meet as required with the Boarders Parents Association to maintain open dialogue with the parent body, including our Aboriginal community, ensuring their voice is heard;
- Meet regularly with the Boarding Student Leaders to facilitate discussions between staff and students;
- Ensure Aboriginal and Torres Strait Islander culture is visible and present in the Boarding House;
- Maintain mutually supportive links with the local community of Marist Brothers, principals of schools in the Marist network and the Director of Champagnat Education;
- Actively participate in, and contribute to, the Marist Schools Australia Boarding Schools network.

As an Administrative Leader to:

- Ensure that the daily operations of the Boarding House are carried out effectively and efficiently, including:
 - Working with the Director of Students and Directors of Teaching and Learning on each campus in the daily routine of the School as it applies to the Boarding House;
 - Input into the annual College calendar;
- Liaise with the Aboriginal Education Coordinator regarding the academic and wellbeing issues of Aboriginal and Torres Strait Islander students;
 - Support the Principal in staff appointments and ensure appropriate appointment processes and conditions are met;
 - Collaborate in the development, drafting and review of Boarding House Policies and other publications;
- Prepare and update the Boarding House Handbook, as well as the Handbooks for boarders and their parents and the Boarding Staff Handbook;
- Prepare and maintain boarding staff rosters in collaboration with the College Operations Manager;
- Guide new or inexperienced Boarding staff;
- Be available to the parents of present and prospective boarders;
- Liaise with the Boarding House Registrar in the coordination of 'prospective boarder' interviews;
- Assist in the initial preparation of the Boarding budget through the provision of a prioritised recurrent and / or capital needs in discussion with the Operations Manager;
- Assist the Principal in the interviewing of prospective boarding students;
- Regularly monitor the Boarding House routine in areas such as the Health Care Centre, the dining rooms, recess and lunch distribution;
- Liaise with the Principal and Finance and Operations Managers in relation to matters such as budget, catering, maintenance, laundry, health care and security;

- Direct promotional activities including advertising, attendance at field days and co-operative ventures with other Catholic boarding colleges;
 - Prepare for, and chair, regular meetings of Boarding House staff, and to coordinate agendas, and meeting structure associated with it. The College Deputy Principal, Principal and Operations Manager are to be invited to these meetings. The minutes are to be distributed promptly following such meetings.
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WORKPLACE HEALTH & SAFETY

Workers (as defined under the SA WHS Act 2012) have a responsibility to take reasonable care for their own health and safety

- take reasonable care to not adversely affect another person at work through acts or omissions
- follow reasonable instructions given to ensure health and safety, and
- cooperate with reasonable policies and procedures made available to staff, which are designed to protect people at work

In practical terms this means to:

- use appropriate equipment and safe work procedures designed to ensure health and safety
- participate in training programmes as requested
- report unsafe/unhealthy conditions (hazards) in their work environment
- report incidents or near misses which have or could have caused injury, and
- become familiar with and follow the policies, procedures and information about WHS available to staff on Complispace

BEHAVIOURAL EXPECTATIONS AND FAIR TREATMENT IN THE WORKPLACE

- Comply with the Code of Conduct for Staff Employed in Catholic Education SA
- Comply with legislation, policies, procedures and protocols regarding the non-acceptance of any unfair workplace treatment – Discrimination, Harassment and/or Bullying
- Report any concerns and/or ask questions or seek assistance regarding anything you are unsure about

ACQUIRE AND MAINTAIN

- Police clearance to work in Catholic Education SA
 - Approved Mandatory Notification training
 - BELS First Aid Certificate
 - Relevant certifications or registrations required for the safe and effective execution of the role
 - Be aware of and comply with police check and screening procedures for employees, volunteers and contractors
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GENERAL

The Director of Boarding will report to the Principal or delegate on a regular basis to ensure that the Boarding House is responsive to changing demands of government legislation, and is operating in harmony with contemporary developments in pastoral care and delivery.

CONDITIONS OF EMPLOYMENT

The Director of Boarding will be appointed as either an Education Support Officer (ESO) Grade 6 Year 4 or Teacher (Step 10). The salary and conditions are consistent with that of the current South Australian Catholic Schools Enterprise Agreement 2017, as amended or replaced.

The Director of Boarding is a Position of Responsibility (POR 4), and will be appointed a release of all teaching, as this position will not be required to undertake a teaching load. The term of appointment for the position is five (5) years.

The position will provide you with a fully maintained motor vehicle; the vehicle, at the choice of the employer, is expected to be a middle sized sedan or equivalent. All costs, including Fringe Benefits Tax (FBT) will be met by the College.

In addition, the College will provide you with a subsidised and fully furnished flat, situated within the College grounds, for your use. (Currently rent paid is \$300 per fortnight, which will be subject to review by the College annually). All associated FBT costs in relation to this will be borne by the College.

REPORTING/WORKING RELATIONSHIP (to whom you report, staff for whom you are responsible and other significant connections and working relationships within the school)

Immediately responsible to: Principal

Line management from: Deputy Principal / Principal

The College Principal is responsible for general employment conditions.

By signing below, you acknowledge understanding of the expectations of the role and agree to undertake the duties described in this Position Information Document.

.....
Steve Byrne
Principal

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TBC
Director of Boarding

Date:

Date:

REFERENCES: Institute of Marist Brothers (1998). *In the Footsteps of Marcellin Champagnat: a vision for Marist education today*. Institute of the Marist Brothers of the Schools; Sydney, Australia.