



Role Description

Title:	Head of Boarding	Location:	St Saviour's Boarding College, Toowoomba
Reports to:	Principal	Classification:	Salaried position
Directorate:		Tenure:	Continuing

1.0 Purpose

The role of the Head of Boarding is to create and maintain a dynamic and vibrant boarding community for our students.

The Head of Boarding is responsible for developing a team who provides a warm, friendly, safe environment which attends to the pastoral needs (social, emotional, intellectual, physical and spiritual) of all boarders during their time at St Saviour's College and as residents of McAuley Residential College.

The Head of Boarding ensures the provision of care in the Boarding Community where the Mercy qualities of justice, compassion, excellence and hospitality are evident in all interactions of staff with each other and with students, as well as with the broader community.

The Head of Boarding will:

- contribute to and support the Catholic traditions of the College;
- recognise and encourage the individual needs and strengths of each student;
- create an atmosphere in which each student has the opportunity to develop her academic potential, and nurture her in such a way that integrity is her strength;
- maintain a safe, inclusive and disciplined environment for students;
- establish and maintain high quality operational practices that contribute to the effective management of McAuley Residential College.

The support provided by the role holder will be guided by

- Jesus Christ and his teachings as understood and passed on by the Catholic Church
- other Catholic Church teachings, principles and values
- relevant legislation, government requirements and best practice
- Diocesan Strategic Plan, mission, vision, policies, frameworks, procedures and guidelines

2.0 Experience and qualifications

Essential

- possess a recognised Diploma or Degree in a discipline relevant to residential care or education or sufficient practical experience which, to the satisfaction of the employer, enables the employee to operate at a similar level of skill and responsibility

- at least five (5) years' experience managing a school boarding facility or equivalent experience working with young people with a demonstrated ability to establish effective relationships and be a positive role model
- an ability to be flexible and work a variety of shifts and hours Monday to Sunday, with overnight or weekend shifts a requirement of the position
- demonstrated ability to work in a diverse community of staff and students
- demonstrated ability to work as part of a team
- effective verbal and written communication skills
- demonstrated experience working with the Microsoft suite of products
- empathy with the values and ethos of the Catholic faith
- current '**working with children check**' positive notice issued by Blue Card Services, Department of Justice and Attorney-General, or a willingness to and ability to obtain
- current Class "C" Driver's Licence

Desirable

- current Senior First Aid and CPR
- class "LR" Driver's Licence
- willingness to live onsite in provided accommodation

3.0 Key result areas

- 3.1 contribute to and promote the development, alignment, attainment and review of the strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)
- 3.2 oversee the welfare of the boarding students including their general well-being and academic progress
- 3.3 manage the boarding supervisors and boarding staff to promote an atmosphere in which all are valued
- 3.4 work in liaison with the Principal regarding operations and the strategic direction of McAuley Residential College
- 3.5 administer the daily operations of the boarding community
- 3.6 maintain high quality communication with parents and carers
- 3.7 work in partnership with the 'Day College' in relation to student progress and welfare
- 3.8 manage the McAuley Residential College budget and ensure that building, equipment and fittings are properly maintained
- 3.9 ensure that all care needs for students are met, including the provision of nutritious meals and appropriate activities
- 3.10 promote the College in the wider community
- 3.11 collaborate and communicate with other members of the College Residential Team and members of the other directorates within TCS to ensure that high professional standards are met

3.12 complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

4.0 Statement of responsibility

4.1 The incumbent performs the role cognisant of and in harmony with the vision and mission of TCS.

4.2 The incumbent will work cooperatively with other key stakeholders both within TCS and external agencies to ensure that services are delivered in a planned, coordinated and strategic manner.

4.3 The role holder will engage in performance reviews in accordance with TCS policy and procedure.

4.4 While at work the role holder must

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers

5.0 Authority limits

Full authority is delegated from the College Principal to produce the desired outcomes. Authority to commit funds is restricted to approved budget items and can only be authorised by the College Principal.

6.0 Reporting and other relationships

The Head of Boarding reports directly to the College Principal. Other significant relationships exist with Boarding Supervisors, Residential Staff and members of the Toowoomba Catholic Schools Office, the Executive Director and the members of the Executive Leadership Team (ELT).

7.0 Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a **duties statement** that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

Executive Director: Catholic Schools

Name: Dr Patrick Coughlan

Signature:

Date:/...../.....

8.0 Statement by employee

I have read and understood the role as it has been described above. I agree to be employed under this role description.

Head of Boarding

Name:

Signature:

Date:/...../.....

Duties statement

Head of Boarding

Please note: this statement links to the key result areas in the Role Description

3.1 contribute to and promote the development, alignment, attainment and review of strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)

- 3.1.1 contribute as a member of the College Residential Team to achieve the strategies set out in the TCS Strategic Plan
- 3.1.2 attend professional development as appropriate
- 3.1.3 document and report on the progress of initiatives in the TCS Strategic Plan as required

3.2 oversee the welfare of the boarding students including their general well-being and academic progress

- 3.2.1 ensure opportunities for the faith development of students and staff, including the organisation of regular liturgies and weekend Mass
- 3.2.2 ensure that appropriate recreational and cultural programs exist for boarders, including social activities with other schools
- 3.2.3 ensure appropriate transport for outings and general travel arrangements
- 3.2.4 provide opportunities to engage in extra-curricular study to enhance academic progress
- 3.2.5 attend to the necessary management of student related disciplinary matters within McAuley Residential College, which may involve consultation with the College Principal
- 3.2.6 ensure all Student Protection requirements are managed as per the policies and processes of Toowoomba Catholic Schools

3.3 manage the boarding supervisors and boarding staff to promote an atmosphere in which all are valued

- 3.3.1 develop and maintain the boarding staff roster
- 3.3.2 provide ongoing supervision to boarding staff
- 3.3.3 ensure the provision of appropriate induction procedures for new staff coming into the boarding community
- 3.3.4 ensure that all staff follow the requirements of the Code of Conduct
- 3.3.5 ensure that all staff meet mandatory training requirements
- 3.3.6 develop an annual in-service program for staff
- 3.3.7 prepare weekly staff meetings and ensure the College Principal is kept informed
- 3.3.8 keep abreast of developments in residential care and the associated professional organisations

3.4 work in liaison with the Principal regarding operations and the strategic direction of McAuley Residential College

- 3.4.1 assist the College Principal in conducting enrolment interviews for new boarders
- 3.4.2 participate in regular planning and supervision with the College Principal
- 3.4.3 ensure that the strategic direction aligns with that of the 'Day College'

3.5 administer the daily operations of the boarding community

- 3.5.1 oversee the daily functioning of the boarding community; supervise the day-to-day boarding staff operations and coordinate duties
- 3.5.2 organise dates for free weekends in accordance with the College calendar
- 3.5.3 consult with boarding staff and organise student room allocations and student duties

- 3.5.4 ensure that all workplace health and safety requirements are implemented, including the completion of drills for fire evacuation and lock down each term
- 3.5.5 coordinate outside catering functions

3.6 maintain high quality communication with parents and carers

- 3.6.1 prepare an information package for all new families
- 3.6.2 organise Boarders' Orientation Days in consultation with the College Principal
- 3.6.3 oversee the production of the Boarders' Newsletter
- 3.6.4 maintain ongoing communication with parents and carers regarding the wellbeing and progress of students in McAuley Residential College
- 3.6.5 ensure that students have opportunities to regularly communicate with their families

3.7 work in partnership with the 'Day College' in relation to student progress and welfare

- 3.7.1 maintain high level communication with the key school staff in terms of supporting the learning needs of students
- 3.7.2 liaise with the school Counsellor to support student wellbeing matters

3.8 manage the McAuley Residential College budget and ensure that building, equipment and fittings are properly maintained

- 3.8.1 prepare a budget submission for inclusion in the overall College budget
- 3.8.2 liaise with the College Principal regarding the maintenance and upkeep of all buildings and equipment
- 3.8.3 ensure all expenditure is in accordance with College finance procedures
- 3.8.4 establish, in consultation with cleaning staff, a cleaning schedule, to address the overall needs of McAuley Residential College

3.9 ensure that all care needs for students are met, including the provision of nutritious meals and appropriate activities

- 3.9.1 ensure the high quality supervision of students at McAuley Residential College
- 3.9.2 ensure that McAuley Residential College meets all physical care needs for students including hygiene, meals, and bedding
- 3.9.3 ensure that all medical and personal care needs are met for students in a timely and supportive manner
- 3.9.4 work with the College Principal regarding the daily catering arrangements for boarders
- 3.9.5 ensure that the individual dietary needs of all students are addressed
- 3.9.6 ensure that the chef is kept informed regarding necessary variations to the McAuley Residential College menu
- 3.9.7 provide a range of cultural and recreational activities that meet the individual and collective needs of McAuley Residential College students, including regular excursions and outings

3.10 promote the College in the wider community

- 3.10.1 attend College functions where required
- 3.10.2 celebrate key events and happenings at McAuley Residential College in the College Newsletter
- 3.10.3 maintain the image of the College as a professional and pastoral organisation both in presentation and communication

3.11 collaborate and communicate with other members of the College Residential Team and members of the other directorates within TCS to ensure that high professional standards are met

- 3.11.1 maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions and seeking advice
- 3.11.2 understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service to TCS
- 3.11.3 establish and maintain effective communication networks with stakeholders
- 3.11.4 work collaboratively with stakeholders

3.12 complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

- 3.12.1 duties may include the completion of project work that presents itself during the course of the operational and strategic review of the actions associated with the College Strategy, TCS Strategic Plan or other directorate strategies

I have read and understood this duties statement. I agree to be employed under this duties statement.

Head of Boarding

Name:

Signature:

Date:/...../.....