



Role Description

Title:	Boarding Manager	Location:	Toowoomba
Reports to:	Principal	Classification:	Boarding Manager
School:	St Saviour's College	Tenure:	Full time

1.0 Purpose

The Boarding Manager is responsible for creating and maintaining a dynamic and vibrant boarding community for boarding students. This role leads and develops the college residential team who provides a warm, friendly, homely environment and attends to the pastoral needs (social, emotional, intellectual, academic, physical, spiritual) of all boarders during their time as residents of St Saviour's College, McAuley House.

The Boarding Manager 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.

2.0 Experience and qualifications

Essential

- possess a recognised Diploma or Degree in a discipline relevant to residential care or education, or at least five (5) years' experience managing a school boarding facility (or equivalent experience working with young people)
- demonstrated ability to establish effective relationships and be a positive role model
- demonstrated ability to lead, manage and work with a team of staff
- the flexibility to work a variety of shifts and hours Monday to Sunday, with overnight stays and weekend shifts
- demonstrated ability to work in a diverse community of staff and students
- effective verbal and written communication skills
- demonstrated experience working with the Microsoft suite of products
- a current blue card for working with children issued by Blue Card Services, or the willingness and ability to obtain one before commencing
- a current Class C driver's Licence
- current Senior First Aid and CPR certificates
- empathy with the values and ethos of the Catholic faith

Desirable

- class "LR" Driver's Licence

3.0 Key result areas

- 3.1 Oversee the welfare and general wellbeing of boarding students; ensuring that their pastoral needs are met and supporting the achievement of their academic potential.
- 3.2 Coordinate the daily operations of the boarding community and provision of all services for boarding students.
- 3.3 Lead the college residential team to create and maintain a safe, healthy and supportive environment for students and staff.
- 3.4 Work in partnership with the Principal to oversee the operations and strategic direction of McAuley House.
- 3.5 Collaborate and communicate with others to enhance student wellbeing and academic progress, and ensure that high professional standards are met.
- 3.6 Contribute to and promote the development, alignment, attainment and review of the College Strategy and strategic goals for the Diocese of Toowoomba Catholic Schools (TCS).
- 3.7 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

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 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.

Duties statement

Boarding Manager

St Saviour's College, McAuley House

3.1 Oversee the welfare and general wellbeing of boarding students; ensuring that their pastoral needs are met, and supporting the achievement of their academic potential.

- 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.
- Ensure opportunities for the faith development of students and staff, including the organisation of regular liturgies and weekend mass.
- Provide a range of cultural and recreational activities that meet the individual and collective needs of McAuley house students, including regular excursions and outings, and social activities with other schools.
- Ensure appropriate transport for outings and general travel arrangements.
- Provide opportunities to engage in extra-curricular study to enhance academic progress.
- Manage student-related disciplinary matters within McAuley House, which may involve consultation with the Principal.
- Work in partnership with the college in relation to student progress and welfare.
- Recognise and encourage the individual needs and strengths of each student.
- Maintain a safe, inclusive and disciplined environment for students.

3.2 Coordinate the daily operations of the boarding community and provision of all services for boarding students.

- Ensure the high-quality supervision of students at McAuley House.
- Ensure that all medical and personal care needs are met for students in a timely and supportive manner.
- In consultation with the Principal, manage the boarding house catering, and ensure that the individual dietary needs of all students are addressed.
- Liaise with service providers including catering, laundry, cleaning and maintenance staff.
- Establish, in consultation with cleaning staff, a cleaning schedule, to address the overall needs of McAuley House.
- Organise dates for free weekends in accordance with the College calendar.
- Consult with boarding staff and organise student room allocations and student duties.
- Ensure that all workplace health and safety requirements are implemented, including the completion of drills for fire evacuation and lock down, each term.
- Coordinate events and functions as required.
- Establish and maintain high quality operational practices that contribute to the effective management of McAuley House.

3.3 Lead the college residential team to create and maintain a safe, healthy and supportive environment for students and staff.

- Develop and maintain the boarding staff roster.
- Supervise the day-to-day boarding staff operations and coordinate duties.
- Ensure the provision of appropriate induction procedures for new staff coming into the boarding community.
- Ensure that all staff follow Diocese of Toowoomba Catholic Schools (TCS) Code of Conduct and Student Protection requirements and meet mandatory training requirements.
- Develop an annual in-service program for staff.
- Prepare weekly staff meetings and provide updates to the Principal.
- Keep abreast of developments in residential care and associated professional organisations.
- Contribute to and support the Catholic traditions of the college.

3.4 Work in partnership with the Principal to oversee the operations and strategic direction of McAuley House.

- Assist the Principal in conducting enrolment interviews for new boarders.
- Participate in regular planning and supervision with the Principal.
- Prepare and manage the McAuley House budget and liaise with the Principal to ensure that building, equipment and fittings are properly maintained.
- Ensure all expenditure is in accordance with college finance procedures.
- Promote the college and McAuley House in the wider community.
- Attend college functions where required.
- Maintain the image of the college as a professional and pastoral organisation, both in presentation and communication.

3.5 Collaborate and communicate with others to enhance student wellbeing and academic progress, and ensure that high professional standards are met.

- Establish and maintain effective communication networks and work collaboratively with stakeholders, including
 - maintaining ongoing, high-quality communication with parents and carers regarding the wellbeing and progress of students in McAuley House
 - maintaining high level communication with the key school staff in terms of supporting the learning needs of students
 - working in consultation with the College Student Support Team to appropriately manage student behaviour and other student needs
 - liaising with the school Counsellor to support student wellbeing matters
 - preparing an information package for all new families
 - organising Boarders' Orientation Days, in consultation with the Principal
 - overseeing the production of the Boarders' Newsletter and celebrating key events and happenings at McAuley House in the College Newsletter
 - preparing student reports at required times throughout the year
 - ensuring that students have opportunities to regularly communicate with their families.
- Maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions and seeking advice

- Understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service

3.6 Contribute to and promote the development, alignment, attainment and review of the College Strategy and strategic goals for TCS.

- Ensure that TCS policies and procedures are implemented by McAuley House.
- Lead the college residential team to achieve the strategies set out in the College Strategy and TCS Strategic Plan.
- Document and report on the progress of initiatives in the College Strategy and TCS Strategic Plan as required.
- Attend professional development as appropriate.

3.7 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.

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