



# SOMERVILLE HOUSE

## HONOUR BEFORE HONOURS

### Head of Boarding

#### Position Description

The Head of Boarding at Somerville House provides leadership within the boarding community and, as a senior staff member, within the wider school community. The position has strategic responsibilities in the organisation and administration of the Boarding House, in consultation with the Principal. The Head of Boarding provides leadership and guidance to staff and students in the Boarding House, oversees the pastoral programs, and at all times models exemplary professional standards. A prime responsibility of this role is the development and support of a competent, compassionate and professionally fulfilled staff within a collaborative environment.

The position reports directly through the Head of Senior School, to the Principal, and works collaboratively with all members of the Executive Leadership Team.

#### Duties and Responsibilities

##### Staff and Administration

- Ensuring the daily operation of the Boarding House is efficient and caring, and meets accountability requirements, including Workplace Health and Safety
- Fostering collegial and professional relationships with the members of the Executive Leadership Team
- Collaborating with the Deputy Head of Boarding on all relevant aspects of that role
- Maintaining positive professional staff relationships and fostering collegial relationships between Boarding staff, and all members of the School community
- Ensuring a friendly and open means of communication between Boarding staff, parents, teachers and students
- Liaising with appropriate staff in other areas of the School, regarding the wellbeing of Boarding students, in particular Dean of Students, Heads of Year and Teachers
- Implementing and reviewing policies and practices in consultation with the School Executive and ultimately, the Principal
- Maintaining, reviewing and implementing effective record-keeping procedures and documentation
- Preparing, maintaining and reviewing the Boarding House annual operating budget
- Recruiting all Boarding staff, in consultation with the Head of Senior School and Business Manager
- Conducting Boarding staff inductions, training and orientation programs
- Providing appropriate supervision and support for boarding staff
- Ensuring Boarding staff engage in appropriate professional learning
- Managing Boarding House staff rosters, with attention to risk management and equity
- Implementing and maintaining an annual review process for each member of the Boarding staff
- Conducting and Chairing regular meetings of Boarding staff
- Managing Housekeeping staff to ensure general care, maintenance and tidiness of the Boarding facilities
- Liaising with onsite security staff for general security of the Boarding House buildings, and during special events held at the School
- Assisting in the promotion of the Boarding House and School at marketing events in Australia and overseas
- On invitation, attend Executive Leadership Team meetings.

##### Management and Pastoral care of Boarding Students

- Promoting a climate where Boarding House staff and students share mutual respect, care, trust and concern for each other's wellbeing
- Ensuring pastoral care programs meet the needs of students in a challenging and changing world
- Encouraging the moral and spiritual development of each student

- Providing and promoting a clear expectation of appropriate student behaviour, upholding the School's approach to positive behaviour management and discipline, including actively applying the School's anti-bullying and student safety policies
- Referring serious student behaviour matters to the appropriate Head of Junior/Middle/Senior, Dean of Students and the Principal
- Acting as a mentor for student leaders within the Boarding House
- Providing regular and appropriate social, cultural and other activities, both within and outside the School
- Ensuring that Boarding students maximise the use of supervised study time
- Creating opportunities for Boarding students to develop personal responsibility
- Overseeing leave arrangements for Boarding students
- Accompanying Boarding students to medical appointments if required
- Liaising with the School Chaplain, in relation to regular Chapel Services for Boarding students
- Maintaining, as appropriate, an understanding of Department of Immigration and Border Protection requirements for VISA students.

### **Boarding Parents and Guardians**

- Escorting prospective Boarding families on tours of the Boarding House, or arranging a Boarding staff member to assist, if unavailable
- Conducting enrolment interviews, liaising with the Admissions team, and giving direction with regard to offers of places
- Ensuring that parents and visitors are made to feel welcome at the School
- Maintaining regular communication with parents and guardians regarding Boarding students, through various communication media including email, newsletters, telephone, Skype
- Attending and responding to general parental feedback, and input through regular Boarding Support Group meetings.

### **Other Duties**

The Head of Boarding has significant responsibilities for maintaining the public face of the School:

- Interacting with Boarding parents
- Leading relevant parent meetings throughout the year
- Representing the Principal at Boarding functions if required
- Attending School functions, as required
- Maintaining professional links with other Boarding Schools, and with professional organisations
- Seeking opportunities to welcome appropriate external users and events, during vacation periods, to bring supplementary income to the Boarding House
- Undertaking other professional duties, as directed by the Principal.

### **Skills and Attributes**

- Formal qualifications, and experience in the area of residential care
- Significant experience in an Independent Boarding School in Australia or overseas, in a similar or relevant pastoral role
- Proven ability to manage and understand the needs of teenage girls, including pastoral care, discipline and support
- Excellent management and leadership skills, with the ability to provide dynamic leadership of staff
- Demonstrated ability as an administrator in a relevant role
- Ability to empathise with the particular needs of rural and overseas families of Boarders and to communicate effectively with the Boarding community
- High level of personal integrity, initiative, self-motivation and personal drive
- Ability to present an imaginative vision for the future of girls' boarding in a high achieving, rapidly changing and progressive school
- Committed to the full life of an independent day and Boarding School, and be willing to engage in School activities including, within reason, after hours, on weekends and in school holidays
- Committed Christian who actively supports the Christian ethos and traditions of the School, and the Presbyterian and Methodist Schools Association (PMSA)
- Blue Card for working with Children, or eligible to apply for a Blue Card upon commencement.

## **Conditions of Employment**

The Head of Boarding is a full-time position, with an obligation to be *On Call* at all times. Weekend arrangements are subject to the School program.

The Head of Boarding will be required to attend planning or professional development consultations that may take place during school vacation periods, from time-to-time.

Accommodation is provided on the School Campus. The Head of Boarding has the use of a School vehicle for duties pertaining to this role.

Remuneration is commensurate with ability and experience.