



POSITION DESCRIPTION – HEAD OF BOARDING HOUSE

ORGANISATIONAL UNIT

The Boarding Community at Ballarat Grammar is comprised of five Boarding Houses and over 230 boarding students ranging from Years 7 – 12. Each House has a residential Head and Assistant Head, and both residential and non-residential tutors are employed to assist students. The Head of Boarding House is responsible for the management of staff and care of students in their House.

ORGANISATIONAL RELATIONSHIPS

Reports to: Director of Boarding, Head of Senior School, Headmaster

Supervises: Boarding House staff

PRIMARY FOCUS

The primary focus of this position is to be responsible, in consultation with the Director of Boarding, for the operation of the Boarding House on a day-to-day basis.

KEY RESPONSIBILITIES

Head of Boarding House

- Set the tone of the House and provide leadership for boarding staff and students
- Co-ordinate every aspect of life in the Boarding House – pastoral care, House routines, duty rosters, staff responsibilities, staff appraisals, tutorials, maintenance, House special events, House outings, student movement, student leave
- Ensure all House members are involved in a diverse range of interests and aspects of School life
- Develop and maintain a shared set of values that underpin all of the activities of the House that faithfully reflect the broader values and expectations of the School
- Communicate regularly with parents about day-to-day progress of their child in addition to communication regarding specific incidents
- Be readily available to speak or meet with parents during term time, and particularly at the beginning and end of terms and Exeunts
- Ensure that academic and House reports are written, proofread, and available for distribution by published deadlines
- Manage disciplinary issues for students in the Boarding House, liaising as appropriate, with the Director of Boarding, Senior Staff, and the Headmaster
- Liaise regularly with other Heads of Boarding Houses with regard to best practice and boarding policy and its implementation
- Write testimonials and/or references as required
- Manage the Boarding House budget
- In consultation with the Director of Boarding, liaise with the Director of Care, the School Psychologist, the Chaplain and Assistant Head Wellbeing and Pastoral Care on matters of student wellbeing, as appropriate



- Be present in the Boarding House and be prepared to respond to duty staff and student needs for the majority of evenings and weekends
- Engage fully in the life of the School by attending Assemblies, Chapel Services and other school events
- Absences are to be negotiated with the Resident Tutor and/or Director of Boarding
- Attend Head of Boarding House meetings and Head of House meetings, as required
- Actively engage in all School House activities
- Act as a pastoral care Tutor for a year level within the House
- Attend staff Professional Learning sessions, where appropriate
- Manage weekly leave submission for boarding students
- Seek opportunities to further engage boarding students in the House in meaningful service opportunities
- Maintain and further develop a culture of academic personal success within students in the boarding house
- Ensure boarding facilities are maintained to a high standard, reflecting 21st century best practice in boarding
- Other duties as requested by the Headmaster

Partners who receive a “Support Allowance”

In addition to supporting the HoH, partners should:

- Be a positive role model to boarders with regard to their behaviour, attitude and relationships
- Get to know the students in the House and their parents
- Attend significant House events such as parent/child weekends and House dinners
- Be prepared to look after the House when the HoH is called out in an emergency (or accompany students to medical assistance or similar in an emergency)

PERSONAL CHARACTERISTICS/EXPERIENCE

- An understanding of the wellbeing of young people, their needs and ways of supporting them
- Excellent interpersonal skills and an ability to communicate effectively with students, parents and staff
- Professionalism and the need to ensure confidentiality of information are essential
- Previous experience in a position of leadership

MANDATORY TRAINING LEVEL OR QUALIFICATIONS

- Teaching qualifications are preferred but not essential
- Working with Children Check
- First Aid Certificate – Level 2 (School based training available)
- Anaphylaxis and Asthma Management training (School based training available)
- Positive Psychology training as supplied by the School

Child Safety Standards Statement

Ballarat Grammar is committed to zero tolerance of child abuse in every form. All staff and members of our community have a duty of care to protect the safety, health and wellbeing of all children in their care.

As a school with a diverse population, this includes students with a disability, Aboriginal and Torres Strait Islander children and children from culturally and linguistically diverse backgrounds.

This position description is a guide only, and not intended to be an exhaustive or exclusive list of the duties of this position. All position descriptions are subject to review and modification by the HR Co-ordinator in response to the changing needs of the School.