



## **POSITION DESCRIPTION – HEAD OF BOARDING HOUSE**

### **ORGANISATIONAL UNIT**

The Boarding Community at Ballarat Grammar is comprised of five Boarding Houses and over 200 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 School Psychologist, the Chaplain and Assistant Head Wellbeing 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. 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
- Other duties as required 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.

JOH

October 2019