



## POSITION DESCRIPTION

<b>POSITION</b>	<b>DIRECTOR OF BOARDING (SENIOR)</b>	
<b>DEPARTMENT:</b>	<b>BOARDING</b>	
<b>REPORTS TO:</b>	<b>DEPUTY PRINCIPAL: HEAD OF SECONDARY</b>	
<b>POSITION PURPOSE:</b>	<p>This position has responsibility for strategic and day-to-day leadership of the senior boarding program for boys and girls across two Houses and ensures the School delivers exceptional boarding experience for all students.</p> <p>Reporting to the Deputy Principal: Head of Secondary, this position resides on-site and directly manages a House.</p> <p>The position line manages Head of Senior Houses, Boarding Administrator, Recreation Officer, Boarding Supervisors and GAP students, working in collaboration with Director of Boarding (Junior) lead a unique and rich coeducational boarding experience.</p>	
<b>MAIN PEOPLE INTERACTIONS:</b>	<p><b>INTERNAL</b></p> <p>Deputy Principal: Head of Secondary          Director of Boarding (Junior)          Head of Breaksea House          Executive team,          Heads of Boarding Houses,          Boarding Administrator          Boarding Supervisors          Bus Drivers          GAP students          School Nurses          Executive Assistant to the Principal          Pastoral Team          Catering Team          Building and Grounds Team,          Business Team</p>	<p><b>EXTERNAL</b></p> <p>Parents/Guardians Prospective parents/boarders          Australian Boarding Schools Assoc          Suppliers/Providers</p>
<b>ABOUT GREAT SOUTHERN GRAMMAR</b>		
<b>Our School:</b>	Great Southern Grammar is a vibrant independent Christian co-educational day and boarding school for students from Pre-Kindergarten to Year Twelve.	
<b>Our Values:</b>	Respect   Integrity   Courage   Compassion	
<b>Our Vision:</b>	<p><b>Create YOUR impact.</b></p> <p>All Great Southern Grammar graduates are beacons of light in the world, having a position, lasting impact in their communities for the common good.</p>	
<b>Our Mission:</b>	<p>Passion   Purpose   Joy</p> <p>We are a forward-looking school called to ignite <b>passion</b>, shape <b>purpose</b> and cultivate <b>joy</b>. All students experience success and become to know their important place in the world.</p>	
<b>Our Core Strengths:</b>	Place   Community   Learning & Care   Experience   People.	

EMBARK ON A JOURNEY OF DISCOVERY



## POSITION DESCRIPTION

KEY AREA	RESPONSIBILITIES AND TASKS
<p><b>STRATEGIC LEADERSHIP</b></p>	<ul style="list-style-type: none"> <li>• Develop and maintain cultural tone of Senior Boarding in a coeducational context;</li> <li>• Develop and manage strategic and cultural priorities and goals in collaboration with the Director of Boarding (Junior) and in consultation with the Deputy Principal: Head of Secondary;</li> <li>• Design and lead boarding week and events in collaboration with Director of Boarding (Junior), Boarding Administrator and Deputy Principal: Head of Secondary;</li> <li>• Lead the Boarding Parent Committee in collaboration with Director of Boarding (Junior) and at the direction of the Deputy Principal: Head of Secondary; and</li> <li>• Actively contribute to Community Engagement and Enrolments Strategy and events in collaboration with the Director of Boarding (Junior) and Community Relations Team.</li> </ul>
<p><b>PASTORAL LEADERSHIP</b></p>	<ul style="list-style-type: none"> <li>• Oversee and manage high-level intervention and support of pastoral concerns of students and families in Senior Boarding as required;</li> <li>• Oversee day to day pastoral care and health of Senior Boarding students in collaboration with Head of Senior Houses, Health Centre and other pastoral care stakeholders;</li> <li>• Ensure that information regarding every Senior Boarders is current, comprehensive and clearly communicated to relevant members of the School community;</li> <li>• Work in collaboration with the Health Centre during the process of enrolment, to ensure that health information held for each Senior Boarder is recorded and distributed appropriately;</li> <li>• Oversee the implementation of behavioural standards, boarding routines and cultural expectations across Senior Boarding and in a House;</li> <li>• Develop and maintain the integration of pastoral models between day and boarding school in collaboration with Director of Boarding (Junior) and Heads of House in day school as directed by the Deputy Principal: Head of Secondary;</li> <li>• Oversee and manage the implementation of academic and wellbeing programs across Senior Boarding</li> <li>• Oversee the implementation of holistic and engaging recreation program in collaboration with Director of Boarding (Junior), Boarding Administrator and Recreation Officer;</li> <li>• Collaborate with Careers Coordinator and Head of Senior Houses to shape student pathways in Senior Boarding;</li> <li>• Identify student leaders, oversee leader development and facilitate leader meetings and activities in collaboration with Head of Senior Houses and as directed by Deputy Principal: Head of Secondary; and</li> <li>• Oversee student leave of a House using REACH.</li> </ul>



## POSITION DESCRIPTION

<p><b>OPERATIONAL LEADERSHIP</b></p>	<ul style="list-style-type: none"> <li>• Oversee the day-to-day operations of co-educational Senior Boarding Yrs 9-12 across Senior Houses;</li> <li>• Oversee and lead the day-to-day operations of a House;</li> <li>• Oversee the ongoing implementation of quality policy and risk processes and development with consistent implementation across Senior Boarding and in alignment with day school practices as directed by the Deputy Principal: Head of Secondary;</li> <li>• Implement, model and monitor compliance with the key requirements of the boarding Code of Conduct for students and parents in consultation with the Deputy Principal: Head of Secondary;</li> <li>• Communicate to relevant stakeholders and acting without delay on any matters of child safety, criminal conduct, mandatory reporting, reportable conduct and other relevant requirements;</li> <li>• Oversee the completion of school incident and other reporting requirements in collaboration with Senior Boarding staff;</li> <li>• Oversee Senior Boarding budget and expenditure;</li> <li>• Oversee boarding publications and communication processes in collaboration with Boarding Administrator and Director of Boarding (Junior);</li> <li>• Oversee the maintenance and cleaning requirements of Senior Houses in consultation with Head of Senior Houses;</li> <li>• Provide support to the Boarding Administrator in managing transport function of boarding;</li> <li>• Work in collaboration with kitchen to meet boarders needs and consultation with the Catering Manager and Business Manager; and</li> <li>• Fulfill supervising and on-call shifts as outlined in contract.</li> </ul>
<p><b>STAFF LEADERSHIP</b></p>	<ul style="list-style-type: none"> <li>• Line manage of Head of Breaksea, Boarding Administrator, Boarding Supervisors and Recreation Officer and develop and monitor individual professional growth goals;</li> <li>• Oversee the development of a high-function team in Senior Boarding and in collaboration with the Director of Boarding (Junior);</li> <li>• Manage the HR functions and recruitment requirements of Senior Boarding staff in consultation with Principal or Deputy Principal: Head of Senior Boarding House and Executive Assistant to the Principal;</li> <li>• Lead and manage staff performance in collaboration with Director of Boarding (Junior) and Deputy Principal: Head of Secondary;</li> <li>• Oversee induction processes and ensure qualification requirements are met by senior boarding staff in consultation with Executive Assistant to the Principal;</li> <li>• Oversee and manage rostering of senior boarding staff and accurate record keeping and timesheets in collaboration with the Head of Senior Houses and Boarding Administrator;</li> <li>• Manage roster changes and accurate timesheets in collaboration with Director of Boarding (Junior) and Boarding Administrator;</li> <li>• Assist with transport/bus bookings for boarding students as required and line manage bus drivers in consultation with the Boarding Administrator; and</li> <li>• Provide and manage ongoing professional training to areas associated with Senior Boarding and in collaboration with the Director of Boarding (Junior) and Deputy Principal: Head of Secondary.</li> </ul>



## POSITION DESCRIPTION

<b>ACTIVELY SUPPORT SCHOOL OPERATIONS</b>	<ul style="list-style-type: none"> <li>• Comply with all relevant legislative, regulatory obligations, School's codes, policies and procedures;</li> <li>• Be responsible and held accountable for continuing compliance with the School's child protection policies and actively support a child safety culture, with a zero tolerance for child abuse;</li> <li>• Complete administrative and operational activities in alignment with School's requirements; and</li> <li>• Be willing to undertake tasks as requested by the Principal or their delegate.</li> </ul>
---	--

<b>PERSON CRITERIA:</b>	
<b>QUALIFICATIONS:</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Relevant Tertiary qualification;</li> <li>• Current Teachers Registration Board (TRBWA) registration; Working with Children Check clearance;</li> <li>• Satisfactory National Police History Check; Valid First Aid Certificate;</li> <li>• Hold appropriate Australian work rights;</li> <li>• Have or be prepared to undertake Mandatory Reporting training or similar; and</li> <li>• Maintain the currency of specific expertise and a commitment to ongoing professional development.</li> </ul>
<b>KNOWLEDGE AND EXPERIENCE:</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Previous experience in a boarding school setting or as an educational leader in a residential context;</li> <li>• Demonstrated organisational leadership and success in achieving agreed goals in collaboration with others;</li> <li>• Demonstrated experience managing and leading an engaged, strong performing team;</li> <li>• Sound knowledge of human resource management principles and processes;</li> <li>• An understanding of the development needs of children;</li> <li>• Knowledge and understanding of best practice in education;</li> <li>• Previous experience building relationships of trust with students, staff and families;</li> <li>• Understand and use available technologies to maximise efficiencies and effectiveness; and</li> <li>• Understanding of and the ability to communicate Christian Faith principles.</li> </ul>



## POSITION DESCRIPTION

<p><b>SKILLS AND ABILITIES:</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• High level leadership skills with demonstrated professionalism and effectiveness;</li><li>• Can demonstrate an understanding of the framework for boarding through the operational processes and programs that are implemented and supported in Boarding;</li><li>• Demonstrates an understanding of the School's vision and the role of Boarding Program in delivering academic and pastoral welfare outcomes for boarding students and their families;</li><li>• Understand the social, emotional, physical, spiritual and academic wellbeing of students;</li><li>• Have knowledge in wellbeing issues relevant to the different development stages of students;</li><li>• Demonstrated ability to proven ability to guide, mentor and develop people; have constructive conversations and provide feedback to team members about the achievement of goals;</li><li>• Capacity to build strong parent partnerships and effective working relationships with staff;</li><li>• Proven ability to build a positive culture and team ethic;</li><li>• High level of planning, organisational and time management skills;</li><li>• Ability to initiate and drive change and ensure a culture of continuous improvement;</li><li>• Understanding and apply financial and risk management processes; High level of resilience, work ethic and commitment to the School;</li><li>• Well developed written and verbal communications skills and can communicate with purpose and clarity;</li><li>• Ability to achieve results through the efficient use of resources and respond flexibly to changing circumstances;</li><li>• Ability to resolve issues in a timely and effective manner;</li><li>• Can demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives; and</li><li>• Maintain the currency of specific expertise through a commitment to ongoing professional development.</li></ul>
-------------------------------------	--

### Instructions

1. Read the Position Description carefully.
2. If you need anything clarified, ask your Line Manager.
3. Keep a copy available for you to refer to at work.

Please note: As the needs of the School evolve, your Position Description may need revision. This would occur in collaboration between you and the Line Manager.