



POSITION DESCRIPTION

Boarding Head of House

St Patrick's College is a Catholic secondary school for boys in the Edmund Rice tradition. As a day and boarding school for boys in Years 7 to 12, we are proud of our rich tradition serving the educational needs of young men from Ballarat, Western Victoria and beyond since 1893.

Central to the mission of the College is an unequivocal commitment to fostering the dignity, self-esteem and integrity of all students. This provides them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially. The College is committed to achieving excellence in all its forms.

St Patrick's aspires to be faithful to the Touchstones of a Catholic School in the Edmund Rice tradition; these touchstones are Liberating Education, Justice and Solidarity, Gospel Spirituality and Inclusive Community.

St Patrick's College is an organisation committed to Child Protection and to the implementation of Child Safeguarding policies, procedures and practices.

Job Title:	Boarding Head of House
Accountable To:	Principal
Reports To:	Director of Boarding
Next Up Manager:	Principal
Supervised By:	Director of Boarding
Direct Reports:	Nil
Supervises:	Nil
Tenure:	Term 2, 2025 – 2029
Hours:	At the discretion of and in negotiation with the Principal/Director of Boarding
Category:	At the discretion of and in negotiation with the Principal/Director of Boarding
Classification:	At the discretion of and in negotiation with the Principal/Director of Boarding

JOB SUMMARY

The College has been caring for boys in its boarding houses since 1893 and recognises and appreciates the special needs of boys living away from home. During its rich and diverse history, the College has shaped the lives of countless young boys who have gone on to be leaders in all facets of community life.

The Boarding Head of House assists the Director of Boarding in implementing a holistic boarding program that supports the education of all boarding students, together with nurturing their personal growth, engaging with co-curricular activities, developing positive social skills and connections, and caring for their health and wellbeing.

DUTIES AND RESPONSIBILITIES

Boarding Head of House

- Provide active supervision services to boarders when rostered
- Be available for duty at the start of each Term and be available (as rostered) for duty on Student Free Days/Public Holidays
- Ensure the safety and wellbeing of boarders living within the boarding house
- Report any safety issues to the Director of Boarding
- Ensure the boarding house is always fully supervised
- Liaise with other boarding staff to ensure boarders are provided with optimal care to ensure learning opportunities are maximised
- Ensure weekly laundry arrangements are followed by students and rooms are tidy
- Liaise with the Director of Boarding in regard to meal arrangements for boarders
- Be available to meet with parents as required
- Assist with the preparation of pastoral reports for boarders
- Liaise with parents on a regular basis to inform them of the progress of their son within the boarding community
- Supervise study for students during the week as part of the normal evening supervision duties
- Arrange access to tutoring for boarders during organised study times
- Be a resource for boarders requiring additional assistance with studies – for example a link to Enhanced Learning and/or Indigenous support
- Supervise and participate in boarders' weekend activities as rostered
- Supervise and participate in boarders' recreational activities as rostered
- Supervise boarders during 'free time', ensuring boarders are accounted for at all times and adhere to correct procedures for approved leave and exiting the College
- Provide pastoral care to boys living away from home and a link to the College's Counsellors where appropriate
- Provide transport to boarders involved in recognised and approved College co-curricular activities.

- Be actively involved in the life of the boarding community and encourage all boarders to participate fully in the life of the College, including attending boarders' Mass
- Support the Director of Boarding in the coordination and operation of boarding at the College
- Work as part of a team of people that provides optimum levels of care and attention to boarders to ensure their safety and to encourage each boy to achieve excellence in all areas of school life
- Contribute a fortnightly Crest newsletter reflection, as coordinated by the Director of Boarding
- Responsibility for the 'House Emergency Plan' and carrying out practice fire drills on a regular basis and/or as directed by the Director of Boarding
- Ensure the security of the boarding house by being vigilant whilst living and working as a member of the College community
- Attending all required meetings
- Attending whole boarding community functions as directed by the Director of Boarding

Policies and Procedures

The Boarding Head of House will comply with and contribute to the implementation of College policies and procedures, ensuring knowledge of policies and procedures is current.

Child Safety

The Boarding Head of House will comply with the school's child-safeguarding policy and code of conduct and any other policies or procedures relating to child safety, assist in the provision of a child-safeguarding environment for students, and demonstrate a duty of care to students in relation to their physical and mental wellbeing.

The Boarding Head of House will work collaboratively with the College Leadership Team to ensure the College meets its ongoing obligations in respect of child safeguarding initiatives including as required by the Child Safety Standards set out in the *Education and Training Reform Amendment (Child Safe Schools) Act 2015* (Vic), Ministerial Order 1359 and the EREA VSL Safeguarding Standards

Occupational Health and Safety

The Boarding Head of House will contribute, as required, to ensure the College meets its health and safety duties and obligations under the *Occupational Health and Safety Act 2004* (Vic). This includes supporting the Principal or their delegate in responding to critical incidents and ensure alignment with relevant health and safety policies.

Risk Management

The Boarding Head of House will ensure all reasonable steps are taken to identify and manage foreseeable risks relating to the activities and operations of the College, including the development of risk management plans as required in accordance with College policies and procedures.

Other Duties

The Boarding Head of House will perform any other duties commensurate with their skills and experience which are required by the Principal or their delegate from time to time.

EXPERIENCE AND QUALIFICATIONS

- Minimum Level 3 First Aid qualifications
- Current Working with Children Check OR VIT registration
- An open class Victorian Drivers Licence
- Duty of Care Book (1) and (2)
- Residential Qualification, an advantage but not essential

KEY SELECTION CRITERIA

1. Demonstrated understanding of the ethos of Catholic Education and the vision of Edmund Rice Education, particularly as to how it is applied on a daily basis in the St Patrick's College community
2. Demonstrated experience living within and managing a community of students
3. Demonstrated experience and/or understanding of the needs of boys living and studying away from home
4. Demonstrated experience in the provision of tutoring and pastoral care to secondary age boys
5. Demonstrated experience supporting Indigenous students or working within Indigenous Education
6. Demonstrated ability to work both independently and to work successfully as part of a team

STATEMENT OF COMMITMENT TO CHILD SAFETY

St Patrick's College endorses, implements, and complies with the EREA Statement of Commitment to Child Safety.

St Patrick's College's commitment to child safety is based on the following overarching principles that guide the development and regular review of our work systems, practices, policies, and procedures to protect children from abuse.

1. All children have the right to be safe
2. The welfare and best interests of the child are paramount
3. The views of the child and a child's privacy must be respected
4. Clear expectations for appropriate behaviour with children are established in the Child Safety Code of Conduct
5. The safety of children is dependent on the existence of a child-safe culture
6. Child safety awareness is promoted and openly discussed within our College Community
7. Procedures are in place to screen all staff, external education providers, contractors, and volunteers who have direct contact with children.

8. Child safety and protection is everyone's responsibility
9. Child protection training is mandatory for all College Advisory Council members, staff, and volunteers
10. Procedures for responding to alleged or suspected incidents of child abuse are simple and accessible for all members of the College Community
11. Children from culturally or linguistically diverse backgrounds have the right to special care and support including those who identify as Aboriginal or Torres Strait Islander
12. Children who are vulnerable have the right to special care and support
13. Children who have any kind of disability have the right to special care and support

EMPLOYMENT AT ST PATRICK'S COLLEGE

Prospective applicants should consider that all employees at the College are expected to:

- Support the ethos and aims of Catholic education in the Edmund Rice Tradition
- Operate with Gospel Values of compassion, justice, truth and service at the core of your dealings with students, parents, staff and the wider community
- Have an awareness of, and support for, the Charter and key EREA policies, procedures and practices
- Be familiar with and have the ability to work towards achieving the goals outlined in the Strategic Plan
- Display a high level of professional competency and ensure that behaviour and personal presentation reflect the College's values and professional expectations
- Develop the notion of team wherever possible, encouraging cohesion and enthusiasm
- Be committed to self-development and ongoing professional development
- Be supportive of the social justice, cultural and sporting co-curricular programs of the College
- Have knowledge/awareness of Occupational Health & Safety, Equal Opportunity and Anti-Discrimination requirements applicable in the work environment