



St Catherine's School
EST. 1896

HEAD OF BOARDING



BOARDING AT ST CATHERINE'S

St Catherine's School has a strong tradition of boarding, providing a warm and welcoming community and academic care for students from local and regional Australia, in addition to students from abroad. Illawarra House, the boarding residence at St Catherine's School, provides an inclusive, and enriching home away from home for students from diverse regional, national, and international backgrounds. Our boarding program is built on strong traditions of care and community, offering a safe and supportive environment that nurtures academic success, personal development, and lifelong connections.

Set within the School's picturesque campus, Illawarra House features comfortable living quarters, communal areas, and dedicated study spaces, creating a vibrant

and culturally rich residential community.

Underpinning our approach is a firm commitment to student wellbeing, engagement, and individual growth, with our team of dedicated staff offering consistent, compassionate care and guidance.

The Head of Boarding is also a passionate advocate for girls, championing their health, wellbeing and leadership within the boarding community and beyond.

The boarding experience at St Catherine's is defined by meaningful relationships, a strong sense of belonging, and opportunities that encourage leadership, resilience, and joy. Regular cultural, social, academic, and recreational programs help students to flourish in all aspects of their development.

INTRODUCTION

The Head of Boarding is responsible for the strategic leadership, pastoral care, and operational management of Illawarra House. This position is key to ensuring that boarding students experience a safe, nurturing, and enriching environment that supports their holistic development.

Working closely with the Principal, Executive team, and key support staff, the Head of Boarding oversees the day-to-day life of the Boarding House, with a strong focus on student wellbeing, academic support, cultural

inclusivity, and positive behaviour. The role requires a visible and compassionate presence in the lives of boarders, fostering a community where every student feels safe, supported, and celebrated.

The Head of Boarding will be expected to reside onsite in a purpose built studio apartment within the Illawarra House for a minimum of two nights per week (or as negotiated). The role reports to the Deputy Principal, with a dotted line through to the Principal.

SPECIFIC RESPONSIBILITIES

Leadership

- Lead a caring and inclusive culture within the Boarding House that prioritises student safety, wellbeing, and belonging.
- Provide strategic oversight and vision for the development of the boarding program in alignment with the School's ethos and values.
- Lead and manage the Boarding Staff team, fostering a collaborative and professional working environment.
- Maintain high standards of pastoral care, behaviour management, and community spirit within Illawarra House.
- Act as a role model of integrity, warmth, and professionalism for students and staff.
- Promote student voice and leadership within the boarding community and beyond.

Oversight

- Oversee all aspects of Boarding House operations including routines, meals, accommodation logistics, supervision rosters, and risk management.
- Coordinate student arrivals and departures, including orientation for new boarders and departure planning during term breaks.
- Remain current with Duty of Care requirements and implement policy and operational changes as required to ensure compliance with VRQA, CRICOS, and other Boarding House legislative requirements.

- Liaise closely with Registrar regarding prospective students and lead meetings and tours for prospective Boarding students.
- Ensure a smooth integration of boarding life with day school life, supporting the academic, social, and co-curricular engagement of boarders.
- Maintain accurate records of student health, behaviour, leave arrangements, and academic progress.
- Liaise regularly with families, acting as the primary point of contact for boarding-related matters.
- Maintain compliance with all regulatory frameworks and School policies relating to child safety and duty of care.
- Liaise daily with Catering and Housekeeping staff as required.
- Develop the floor plan for the House each term and coordinate the allocation of rooms for Boarders and roster of duties each term.
- Implement and monitor student weekend arrangement procedures and seek necessary parent communication for approval.
- Manage administrative functions related to boarding operations, including documentation, correspondence, and reporting.
- Monitor and manage the Boarding House budget in consultation with the Business Office, ensuring efficient use of resources and alignment with operational needs.



Student Wellbeing and Academic Support

- Monitor and support the emotional, social, and academic needs of each boarding student.
- Work in close partnership with School Nurses, Counsellors, and Heads of Year to support students' individual wellbeing plans.
- Coordinate structured evening study and provide access to academic mentors or tutors as required.
- Organise enrichment programs that encourage life skills, resilience, and personal development.
- Support the integration of international students, ensuring cultural sensitivity and celebration of diversity.
- Encourage participation and have knowledge of Boarders' involvement and attendance in school co-curricular activities, for example GSV Sport, Music Concerts or Beyond Boundary Programs.
- Lead the communication with Boarding parents – including Boarders' forums, provision of verbal and written updates, arranging parent events.
- Maintain regular contact with parents/guardians in respect to Boarding Students' progress.
- Write Boarders' reports at mid-year and end of year.
- Monitor, approve and record School Holiday accommodation arrangements with parents.

Community Building and Engagement

- Plan and lead regular community-building activities, such as themed dinners, recreational events, weekend programs, and cultural celebrations.
- Foster a positive relationship with families through timely communication, newsletters, parent visits, and involvement in student life.
- Collaborate with the School's Marketing team to promote boarding, celebrate student achievements, and enhance community pride.

Facilities and Safety

- Adhere to the Victorian OHS legislation and the School's OHS policies and procedures.
- Ensure the physical environment of Illawarra House is safe, welcoming, and well-maintained.
- Maintain and review daily inspection checklists, hazard, and incident reports and liaise with the Maintenance team regarding maintenance needs of Illawarra House.
- Attend and contribute to the School's OH&S Committee meetings as a Boarding House representative.
- Act as the 24-hour emergency contact. This includes being contactable by telephone if required in case of emergencies.

Child Safety Responsibilities

St Catherine's School is committed to the safety, participation, and empowerment of all children. The Head of Boarding will:

- Uphold and model the School's Child Safe practices at all times.
- Promote the safety, inclusion, and participation of all students, including those from Aboriginal and Torres Strait Islander backgrounds, students with a disability, and students from culturally diverse communities.
- Be familiar with, and comply with, the School's Child Safe Policy, Child Safe Code of Conduct, and Mandatory Reporting obligations.
- Participate in all required Child Safe training programs and actively contribute to a culture of safety and respect.



KEY SELECTION CRITERIA

Professional Qualifications and Experience

- Previous experience teaching in a school or working in a Boarding House setting with young adolescents is essential.
- Current VIT registration is essential.
- Proven success in building strong communities that prioritise student wellbeing and cultural inclusivity.
- Demonstrated ability to manage complex operations, rosters, compliance, and student welfare.
- Current Driver's Licence and Current First Aid Certificate (or equivalent) is essential.
- Child Safety and Mandatory Reporting certification, or willingness to obtain.

Personal Qualities and Values

- Warm, approachable, and nurturing – able to build strong and trusting relationships with students and families.
- Emotionally intelligent with strong conflict resolution and communication skills.
- Highly organised, efficient, and calm under pressure.
- Demonstrated cultural sensitivity and commitment to inclusive practices.
- A collaborative leader who can inspire and support others in a residential environment.
- A strong alignment with the values of St Catherine's School and the mission of the Boarding House.
- A commitment to high levels of professionalism across all contexts and settings.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of duties attached to this position. The Position Description is subject to review in response to the changing needs of the School and the development of skills and knowledge of the successful incumbent. The expectations outlined in this document also serve as a reference point to support ongoing feedback, role clarity, and professional growth.



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