

POSITION DESCRIPTION

Title: Deputy Director of Boarding

Reports to: Director of Boarding

Date: April 2026

At Genazzano FCJ College, we're on a mission... to fuse the wisdom gained from over 130 years of educating girls, with the best techniques and practices of contemporary learning. Together, it redefines individual academic success and creates a distinctive opportunity to equip girls for a future we cannot imagine – but are privileged to guide them to. From the co-educational Early Learning Centre (3- and 4-year-olds) to the specialist girls' pathways from Preparatory to Year 12, Genazzano is on a relentless quest to unlock the potential of every student as they uncover their personal excellence and fuel their aspirations. To do this, our professional environment at Genazzano emphasises innovation, the importance of lifelong learning and quality relationships between staff, students and parents.

Our Catholic faith and educational expertise energise us to prepare our students for a future where the keys to success will be very different to that of the past. For this reason, we unapologetically coach our students outside their comfort zone and challenge them to think critically about the world they'll inherit. This commitment extends beyond the classroom. We believe in nurturing not just their minds but also their hearts and spirits. Hope, courage, and a profound sense of community are the pillars upon which Genazzano FCJ stands.

As a future-oriented community, with a distinctive learning culture and a heart for humanity, we value reflection, excellence, wisdom, and service to empower our students and staff to transform the world around them.

Hopetoun Hall is a Catholic Boarding House that embodies the charisma of our founders, the sisters Faithful Companions of Jesus and is inspired by Ignatian spirituality. The College shares with their community a future-oriented and distinctive learning culture guided by reflection, wisdom, and service and empowers young children to transform the world with hope and care. Each person's dignity is an essential element in how the College lives out its vision and promotes the safety, wellbeing, and inclusion of all children and young people.

EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Genazzano FCJ College is committed to creating and maintaining a child safe environment in which all students, including Indigenous students, international students and students with diverse learning needs, feel safe and are safe. Our College actively promotes the safety and wellbeing of all students and all staff members are committed to protecting students from abuse or harm in the College environment, in accordance with their legal obligations including child safe standards. A condition of employment is that staff are deemed to be persons suitable to work with children. Genazzano FCJ College has a Child Safe Policy and a Child Safety Code of Conduct. All staff members of the school are subject to and expected to comply with the Child Safe Policy and the Child Safety Code of Conduct.

This position reports to the Principal through the Director of Boarding.

POSITION OBJECTIVE

- To ensure the provision of a high level of direct quality care, supervision, and pastoral support to all boarders.
- To promote an inclusive environment where staff work together to deliver equitable access while accommodating the diversity of needs of all students.
- To provide support to the Director of Boarding in the administration and operation of the boarding facility and deputize in the absence of the Director of Boarding, including on-call duties on occasion.
- To undertake this role in a way that espouses the ethos and values of the College.
- To use initiative and be proactive in supporting the operation of the boarding facility.

KEY RESPONSIBILITIES

- Demonstrate a clear understanding of the duty of care responsibilities for each student.
- Maintain a working knowledge of relevant legislation and national standards which govern Australian boarding houses.
- Ensure that the Boarding House is an environment where each student's self-esteem and sense of worth are enhanced, and where values of respect, reason, responsibility, tolerance, cooperation, and striving for excellence are fostered.
- Oversee the efficient organisation and administration of house routines and procedures.
- Coordinate the boarding recreation program which fosters fun in the boarding house, while giving students the opportunity to develop life skills and contribute to their community.
- Support, supervise and promote involvement in and commitment to extracurricular programs through College co-curricular activities and sports.
- Assist the Director of Boarding in meeting ESOS & CRICOS requirements for international student accommodation, including conducting homestay checks.
- Be a proactive team member who demonstrates flexibility, energy and enthusiasm and the ability to work collaboratively as part of the boarding team and within the College community.
- Make reasonable efforts to accommodate the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable.
- Provide additional administrative support to the Director of Boarding as required.

OPERATIONAL RESPONSIBILITIES – SPECIFIC DUTIES

- Care for and supervise all students with compassion, consistency and fairness.
- Follow all College and Boarding House protocols in relation to student behaviour management.
- Ensure a strong emphasis is given to study commitments so that each student may fulfil their academic potential.
- Be knowledgeable and uphold required reporting and recording procedures, and support boarding supervisors to understand their obligations.
- Be aware of the Boarding House emergency, security and first aid procedures, and how to respond accordingly.

- Maintain the medication supplies and ensure all medical alert details are appropriately recorded.
- Oversee medication dispensation procedures and ensure all staff and students abide by these protocols, including individual medical management plans.
- Attend College staff meetings and professional learning sessions as required.
- Assist with excursions and functions as required.
- Establish positive parent and community relationships and maintain effective communication with parents and the wider boarding community.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- This position is required to provide support to the Director of Boarding and support to the Boarding Staff team in accordance with the various College and Boarding House policies and procedures.
- Work closely with Director of Boarding in all areas of boarding including administration.
- In the absence of Director of Boarding take responsibility for management of Boarding House as required.
- Whilst initiative and resourcefulness are integral to this position, decisions are to be made in strict accordance with the policies of the College and Boarding House.

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Experience working with young people is essential
- Previous boarding facility management or supervision experience (or similar)
- Strong, professional interpersonal communication skills
- Demonstrated ability to work independently and as part of a cohesive team
- National Police Record Check
- Working with Children Check
- Current First Aid Level 2 Certificate and Asthma & Anaphylaxis training
- Completion of ABSA Duty of Care certification in the first year of undertaking this role
- Food Safety & Handling certification
- Willingness to drive 11-seater school minibus

CONDITIONS OF EMPLOYMENT

This position is employed in accordance with the terms and conditions of the Catholic Education Multi Enterprise Agreement (CEMEA) as amended from time to time.

This position involves shift work with overnight stays and weekend work on a rotating roster.

The position will attract suitable remuneration, and the successful applicant will be provided with comfortable accommodation whilst on rostered duty. Meals will be provided whilst supervising. This is a term-time only role, inclusive of one additional day at the commencement and conclusion of each term break to assist with the set-up and pack-down of the house. On occasions additional work may be required for special events.