



"In seeking to serve God faithfully, the Scots College exists to inspire boys to learn, lead and serve as they strive for excellence together"

Scots to the Fore: Brave Hearts, Bold Minds – Our Strategic Intent 2016-2025

1. Position Title: Boarding Housemaster

2. Role Purpose: The Boarding Housemaster is responsible for the leadership, pastoral care, spirit, morale, personal and academic welfare, security and supervision of all boys in their care.

3. Location: Bellevue Hill, Sydney

4. Responsible To: Director of Boarding and ultimately responsible to the Principal

5. Principal Relationships:

- Reports to the Director of Boarding
- Works with the Assistant Housemaster, Boarding Tutors, Year Level Coordinators, Clinic Team, Facilities and Maintenance Team, Senior Leadership Team and other senior staff
- Supervises staff in their boarding house

6. Key Accountabilities:

The Boarding Housemaster will support the Philosophy, Ethos and Strategic Intent of the College by taking a leadership role in:

- Committing to the development of 'best practice' strategies in all aspects of College operations, especially those related to the delivery of education and care in their boarding house.
- Supporting all aspects of the life of the College.
- Taking a T – 12 perspective in decision making.
- Supporting and implementing the whole-College model of Christian leadership.
- Infusing the Christian ethos into programmes and practices throughout the College.
- Recognising the value and uniqueness of each individual within the College community.
- Demonstrating a commitment to one's own ongoing learning.
- Modelling critical analysis and problem-solving skills.

Boarding Housemasters are responsible to the Director of Boarding for the development of a nurturing and supportive environment that enhances individual and collective wellbeing within the Boarding House and broader College community. The Boarding Housemaster will seek to encourage and inspire the members of the house not only to achieve excellence in academic and extra-curricular activities, but also to develop their social skills by living harmoniously with others.

7. Key Tasks and Expected Outcomes:

Position Responsibilities	Core Activities	Key Performance Indicators
Academic and Pastoral Care	<ul style="list-style-type: none"> • Monitor academic performance and progress of students • Provide guidance, support and advice for students • Monitor student development • Identify and respond to bullying • Promote student leadership • Assist with orientation of new students and their families • Assist in the implementation of the tutor program • Be an effective link between the student and their teachers, whilst also liaising closely with the student's tutor • Keep individual welfare plans for students with particular pastoral needs or concerns, whilst keeping the Director of Boarding aware of all plans • Implement best practice pastoral care pedagogy • Establish positive and supportive working relationships with tutors 	<ul style="list-style-type: none"> • Supervisor feedback • Staff feedback • Student feedback • Parent feedback • Deadlines are met • Student outcomes
Organisational and Administrative	<p>The Housemaster oversees the effective operation of all House matters. As such, they will:</p> <ul style="list-style-type: none"> • Maintain accurate and up-to-date records, including, but not limited to: fire evacuation reports, roll call lists, recording of incidents on Reach, pastoral notes on Schoolbox • Contribute to the student reporting process • Organise the format and agenda for house meetings • Attend fortnightly meetings arranged by the Director of Boarding with other Boarding Housemasters • Organise special events e.g. House cocktails at the end of the year • Provide College references for Year 12 and other students by request • Oversee the day to day operations of the House • Have an in-depth knowledge of and implement the recommendations found in the 'Boarding Staff Handbook.' 	<ul style="list-style-type: none"> • Supervisor feedback • Staff feedback • Student feedback • Parent feedback • Deadlines are met • Adherence to policy • Quality & timeliness of reports
Discipline	<p>Boarding Housemasters are responsible for the smooth running and general discipline of the House and pupils' compliance with College and boarding rules. Serious breaches of College and boarding rules must be referred to the Director of Boarding <i>and</i> the Head of Senior School or Senior Master as appropriate. Boarding Housemasters will promote good discipline within their houses by:</p> <ul style="list-style-type: none"> • Enforcing all the policies set out in the College rules and Boarding Staff Handbook consistently • Maintaining uniformity between houses in any sanctions which have to be applied • Recording all disciplinary events and sanctions on Reach or Schoolbox • Actively promoting the College's anti-bullying policy (<u>All</u> incidents of bullying, however minor they might seem, should be discussed 	<ul style="list-style-type: none"> • Student & parent/carer feedback • Quality of records • Consistency of application

Position Responsibilities	Core Activities	Key Performance Indicators
	with the Director of Boarding) <ul style="list-style-type: none"> Promote examples of positive behaviour and student leadership 	
Teaching, Pastoral Care, Co-curricular Activities, Personal Planning and Team Leadership	<ul style="list-style-type: none"> Teach classes, participate in the pastoral care program and take sporting/co-curricular activities – to be agreed on annually following discussions with the Head of Senior School, Director of Sport and Co-curricular T-12, and the Director of Studies. Provide leadership, support and mentoring to house team members and other professional colleagues in the development and implementation of personal professional, team and whole-College goals within the framework of the College Strategic Intent and Operational Plan. Mentor new team members within the boarding house Manage allocated house budget and resources to support the College’s Strategic Intent. 	<ul style="list-style-type: none"> Feedback from principal relationships Staff feedback Demonstrated improvement in Teaching, Pastoral Care, Co-curricular Activities, Personal Planning and Team Leadership
Communication	All Boarding Housemaster’s need to communicate effectively and regularly within all areas of the College – between parents, pupils and other teachers. Boarding Housemasters should: <ul style="list-style-type: none"> Be in regular contact with, and be the main point of communication between, the parents and the College Ensure that these contacts are as regular as possible so that if a crisis occurs good relationships are already in place Ensure all phone messages left by parents should be responded to within 12 working hours – even if it is just a holding phone call while you investigate a request or situation further. Likewise, all emails should also be replied to within 12 working hours, with a similar holding response sent if necessary Send regular communications about the house (via a newsletter, email, blog, instagram or similar) to parents to ensure that they are aware of what is happening in the house Produce a house handbook which should be made available to all parents at the beginning of every new academic year 	<ul style="list-style-type: none"> Effective communication protocols developed and maintained Staff, student & parent/carer feedback
Related Duties	<ul style="list-style-type: none"> Participate in College functions including Speech nights, Parent Teacher evenings, GPS Athletics or similar Represent the College in a positive manner to prospective parents and take part in marketing trips as required by the Director of Boarding Carry out student supervisory duties as required e.g. Supervision duty, exam supervision, on-call responsibilities and escorts 	<ul style="list-style-type: none"> Participation rates Stakeholder feedback
Professional Development	<ul style="list-style-type: none"> Set and implement individual work and professional development goals Participate in professional development activities Gather evidence and participate in accreditation processes Meet regularly with the Director of Boarding as part of the performance appraisal and professional development practices of the College 	<ul style="list-style-type: none"> Individual plans in place Participation rates Moving to higher levels of accreditation or areas of responsibility
Christian Leadership	<ul style="list-style-type: none"> Promote, develop and protect the College Christian vision, beliefs and educational tradition in all aspects of school life Contribute to the development and implementation of a whole College Christian leadership model 	<ul style="list-style-type: none"> Modelling of College values Stakeholder feedback

8. Personal Qualities

The qualities of the person fulfilling this role would include:

- Professional and personal integrity
- Superior inter-personal relationships
- Being flexible and open-minded
- Being proactive and innovative
- Communicating effectively with others
- Being both a leader and a team player

9. Performance Review Conditions

The appointee to the position of Boarding Housemaster will be required to participate in the annual Performance Review Program. An external Performance Review will be conducted at the request of the Principal.

10. Special Requirements

The nature of this position is such that the Boarding Housemaster is required to be available outside the 'normal' school hours and to participate fully in the life of the College, to attend meetings and make presentations when required.

The Boarding Housemaster will, from time to time, be asked to take on extra duties that are assigned by the Principal. These extra duties will be discussed prior to implementation.

The scope of the job may change as necessitated by business demands and involvement in additional projects as required is also an expectation.