

POSITION DESCRIPTION

Position	Director of Boarding
Reports to:	The Principal through the Deputy Principal
Date:	August 2024

ABOUT GENAZZANO

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.

ABOUT THE ROLE

This is a senior leadership position working and contributing as part of the College Leadership Team towards identified strategic intentions. The College Executive comprises the College Principal, Deputy Principals and Director of Business Services.

The Director of Boarding will be responsible and accountable to the Principal through the Deputy Principal for providing pro-active leadership and management of the Hopetoun Hall Boarding House.

The Director of Boarding will also have a reporting relationship with the Director of Business Services, via their responsibility for all business, contracts, legal and property matters for the College.

It is incumbent upon the individual to become aware of and enforce all College policies and procedures in the area of student wellbeing and learning.

Role Requirements

As Director of Boarding at this highly respected Catholic Girls' school, applicants will need to be able to demonstrate:

- Christian character that exemplifies and supports the values and ethos of the Society of Sisters, Faithful Companions of Jesus;
- A passion and affinity for working with young women from diverse rural and urban family backgrounds;
- Professionalism of the highest calibre at all times;
- Excellent interpersonal and communication skills that can be used effectively with staff, boarding students, parents and the wider community;
- A commitment to the overall pastoral care of the boarding students and staff;
- Excellent leadership skills and attributes with recognised emotional intelligence;
- Excellent administrative and organisational skills, with the ability to empower others through appropriate delegation;
- Confidence, energy and enthusiasm in working as part of a dynamic team;
- A willingness to be actively involved with the overall life of the College;
- A willingness to attend and contribute to professional development opportunities for self and boarding staff;
- A friendly personal nature with an appropriate sense of humour.
- A commitment to ensuring 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.
- A commitment to ensuring that a strong emphasis is given to study commitments so that each student may fulfill her academic potential.
- A willingness to support, supervise and promote involvement in and commitment to extra curricular programs through College co-curricular activities and boarding community recreation and sport.
- Willingness to work in an "On Call" capacity when not on active rostered duty.

Specific Responsibilities in Relation to Boarding Staff and the Facility

The Director of Boarding will:

- Be responsible for the effective administration of the Boarding House;
- Maintain, review and implement effective record-keeping procedures and documentation.
- Implement and review policies and practices in consultation with the Principal and College Executive;

- In conjunction with the Director of Business Services maintain and review the Boarding House annual operating and capital budget and prepare these for recommendation to the Principal;
- Liaise with appropriate staff in other areas of the College about the welfare of boarding students, in particular the Deputy Principal, Team Leaders, Psychologists, teachers and boarding supervisors;
- Ensure that there are friendly and open means of communication to and from boarding staff, teachers, parents and students;
- Ensure that there is appropriate supervision of and support for boarding staff, including supervisors, cleaners, kitchen staff and tutors;
- Plan and organise appropriate professional development opportunities for boarding staff;
- Recruit all boarding staff, in conjunction with the Deputy Principal and Director of Business Services
- Oversee the induction training and orientation of new boarding staff;
- Oversee all boarding staff rosters with attention to legal requirements, risk management, and equity;
- Implement and maintain an annual review process for each member of the boarding staff;
- Conduct and chair regular meetings of boarding staff with agenda, minutes and contribution from staff;
- Be familiar with and uphold the ESOS legislation including the National Code Standards, CRICOS and student VISA obligations in relation to international boarders
- Oversee and manage the registers and documents related to international student
- Meet regularly with Director of International Students
- Carryout the necessary approvals and checks for Third party providers including ISA's, Homestay hosts and Tutors, in accordance with ESOS act
- Maintain up to date registers for TPPs and processes ongoing
- Uphold the VRQA registration requirements for boarding schools and oversee re registration process
- Ensure compliance with all governing bodies including Boroondara food and prescribed accommodation and building regulations
- Assist the Director of Marketing, Admissions and Community and Enrolments Manager in the promotion of the Boarding House and the College at marketing events in Victoria and interstate;
- Seek opportunities to welcome appropriate external users and events, during vacation periods, that can bring supplementary income to the Boarding House
- Uphold relevant OHS practises ensuring a safe physical environment at the Boarding House
- Ensure emergency management procedures are reviewed annually and termly emergency drills for boarders and staff are carried out.
- Be Administrator of the REACH program, ensuring staff, parents and boarders are trained in using it. As administrator manage and respond, leave requests, pastoral reports, maintenance issues and medication components of the program
- Report all maintenance, cleaning and security requirements to the Property Manager.

Specific Responsibilities in Relation to Boarding Students

The Director of Boarding will:

- Promote a climate where boarding house staff and students share mutual respect, care, trust and concern for the welfare of each other;
- Provide and promote a clear expectation of appropriate student behaviour;
- Refer serious student behaviour matters to the Deputy Principal, the Principal and/or appropriate member of the College Executive;
- Bring serious boarding student health concerns to the attention of the Principal, Deputy Principal and/or appropriate member of the College Leadership Team.
- Act as a mentor for student leaders within the Boarding House;
- Provide regular and appropriate social, cultural and other activities both within and outside the College;
- Ensure that boarding students maximise the use of supervised study time and tutors;
- Support unwell boarders and assist as necessary with medical appointments and treatment.
- Have clear procedures in place for staff to manage boarders medical, behavioural and house routines.
- Create opportunities for boarding students to develop personal responsibility;
- Oversee appropriate and safe leave arrangements for boarding students;
- Liaise with the Deputy Principal: Faith & Ethos in relation to regular liturgical services for boarding students;
- Liaise with relevant agencies and personnel in issues relating to indigenous students;
- Maintain an appropriate understanding of Home Affairs immigration requirements for VISA students.
- Attend and supervise Mass as required.
- Safety of students is of the highest priority, oversee staff practices are in place to ensure student safety- e.g. whilst on leave, care of sick students and tram duty for travel to school

Specific Responsibilities in Relation to Boarding Parents

The Director of Boarding will:

- escort prospective boarding families on tours of the Boarding House;
- ensure that parents and visitors are made feel welcome at the College;
- maintain regular communication with parents in regards to boarding students, through various communication mediums, eg. email, newsletters, telephone, web-cam;
- attend and respond to general parental feedback and input through regular boarding parent support group meetings.
- Oversee the induction of and work with the Friends of Hopetoun Hall committee.
- Attend relevant parent social/ school events as appropriate.
- Ensure regular communication with international parents and ISA's in keeping with CRICOS requirements

Accountability & Extent of Authority

- This position is required to provide support to the Principal and Leadership Team in accordance with the various College policies and procedures and requires a high degree of confidentiality.
- Whilst initiative and resourcefulness are integral to this position, decisions are to be made in strict accordance with the policies of the College. The Deputy Principal and Business Manager are available for advice.

Qualifications and Experience

- The appointee must pass a Criminal Record Check & Working with Children Check.
- The appointee must have, or be prepared to undertake, First Aid training from a recognised organisation.
- Recognised qualifications and/or experience in teaching or pastoral care are desirable but not essential.
- Previous experience in boarding schools or similar residential care is expected.
- A light rigid Bus Licence would be an advantage.

Tenure and Remuneration Conditions

- This is initially a three-year contract position commencing January 2025, or as soon as practicable after this date. The incumbent may be reappointed by the Principal for a further period of agreed tenure, pending continued satisfactory performance review.
- A total salary package for this position will include:
 1. A base salary that is subject to annual performance review.
 2. Guaranteed superannuation plus annual leave loading.
 3. The provision of a modern, rent-free and fully maintained residential apartment within the Boarding House subject to bi-annual inspections.
 4. Provision of mobile phone, computer facilities and reasonable travel expense reimbursement.
- 3 Seven (7) weeks annual leave, as negotiated with the Principal and to be taken during vacation periods.
- 4 Fifteen (15) days Sick/Carers Leave per annum, which will be accumulative.
- 5 All other conditions are as per the Catholic Education Multi Enterprise Agreement (CEMEA).