

## FIRBANK GRAMMAR SCHOOL

**POSITION DESCRIPTION:** HEAD OF BOARDING

**VISION STATEMENT:**

The vision of Firbank Grammar School is to provide all students with an exceptional education where they feel free to aspire and achieve

**School Values;** The School's values of integrity, curiosity, respect, courage, compassion and adaptability permeate the School's operational functions and are pertinent to all members of the School community

**FACULTY/POSITION:** Boarding House

**LOCATION (CAMPUS):** Brighton Campus

**RESPONSIBLE TO:** Principal

**FUNCTIONAL RESPONSIBILITY TO:** Deputy Principal, Head of Senior School

**CONDITIONS OF EMPLOYMENT/TIME FRACTION:** Full Time. Term time only. Weekends and split shifts required  
Accommodation provided. Meals provided when on duty.

**POSITION PURPOSE:** The Head of Boarding is responsible for the provision of high quality pastoral care to students and the management of the Boarding House.

The Head of Boarding, as a senior member of staff, is expected to be an exemplary role model for students and staff.

**KEY RELATIONSHIPS:**

**INTERNAL**

- Principal
- Head of Senior School
- Chief Commercial Officer
- Director of Wellbeing

**EXTERNAL**

- Contractors and Suppliers to the Boarding house
- Guardians and Parents of the students

Firbank.  
Aspire.  
Achieve.



- School Counsellors
- School Nurse/ Health Centre Staff
- Year Level Coordinators
- Financial Controller
- Boarding Assistants and Firbank Staff

KEY RESULT AREAS	KEY RESPONSIBILITIES	KEY PERFORMANCE INDICATORS	COMMENTS
<p><b>1. BOARDING HOUSE AND STAFF MANAGEMENT</b></p>	<p>Prepare and oversee duty rosters – week day and weekend to ensure the duty of care of all students is met.</p>	<p>Rosters meet the operational needs of the Boarding House</p>	
	<p>Liaise with the Catering Manager and Kitchen staff to maintain a high level of service.</p>	<p>Quality of Service</p>	
	<p>In consultation with the Chief Commercial Officer and Maintenance Department ensure that the Boarding House, its facilities and grounds are of a high standard. Carry out an inspection of the Boarding House at the end of each term and report maintenance issues.  Manage the Boarding budget and make recommendations with regard to Boarding requirements.</p>	<p>The facilities and grounds of the Boarding House are in good order at all times.</p>	
	<p>Liaise with the Deputy Principal, Head of Senior School, and Wellbeing Leaders regarding the boarders in the day school.</p>	<p>Boarder’s profiles are accurately recorded.</p>	
	<p>Liaise with Deputy Principal, School Development, re the placement of students (long, short term and day boarding), holiday home stay and guardianship arrangements.</p>	<p>All relevant arrangements for guardianship and the placement of students is appropriately and timeously organised.</p>	
	<p>Liaise with Deputy Principal, School Development, re the development of the Boarding House.</p>	<p>Ongoing successful consultation with the Deputy Principal with respect to the development of the Boarding House.</p>	
	<p>Liaise with the Deputy Principal regarding the annual update and publishing of the Boarders’ Handbook</p>	<p>The Boarders’ Handbook is updated annually.</p>	
	<p>Development and implementation of Boarding House policies.</p>	<p>Boarding House policies are regularly reviewed, updated and the implementation thereof carried out.</p>	

KEY RESULT AREAS	KEY RESPONSIBILITIES	KEY PERFORMANCE INDICATORS	COMMENTS
	Work with the Director of Wellbeing and where appropriate the School Chaplain and Psychologist to address the needs of the boarders.	In conjunction with the Director of Wellbeing, the wellbeing needs of the boarders are met.	
	Oversee the work of cleaning and laundry providers.	Cleaning and laundry is of a high standard.	
<b>2. STUDENTS</b>	Organise regular student meetings to address matters pertaining to the Boarding House.	Meetings are organised, attended and minuted.	
	Organise activities and outings for boarders, with due regards for their interests and age groups.	Appropriate outings for boarders organised and attended.	
	Create a Boarders' Student Activities Committee in planning events for the Boarding House.	Successful events supervised and organised with the Boarders' Student Activities Committee.	
	Oversee end of Term student arrangements and Exeats.	Boarders are assisted, where necessary with their holiday and travel arrangements.	
	Work with students and staff in planning and implementing community living and personal leadership programs.	Personal leadership programs are organised and implemented.	
	Make recommendations to the Principal for student leadership positions.	Recommendations made	
	Ensuring that the pastoral care and wellbeing of new students and all boarders, is maintained. Liaise with teaching and pastoral care staff where there are any concerns relating to boarders.	The wellbeing of all Boarders.	

KEY RESULT AREAS	KEY RESPONSIBILITIES	KEY PERFORMANCE INDICATORS	COMMENTS
	<p>Liaise with the School Nurse/Health Centre Manager to ensure the health and well-being of the boarders.</p> <p>In the case of student illness or injury, to provide minor First Aid to students and keep appropriate records, including the administration of medication. Refer and/or escort students to the Health Centre where appropriate. Consulting with medical staff regarding communication with parents and or guardians as required.</p>	<p>Health records are maintained.</p> <p>Parent s/Guardians</p>	
<b>3. DAY SCHOOL</b>	Ensure day staff personnel are informed of any matters, which could affect the performance of boarders within the day school environment.	Day staff are fully informed at all times	
	Maintain close and informative contact with parents, guardians, families and home stays at all times.	Close contact with outside contacts maintained.	
<b>4. PARENTS</b>	Create a Boarding House Newsletter which is published once a term.	Boarding House Newsletter published	
	Attend and report to the Parent body as required.	Reporting requirements met	
	Oversee the organisation of the Annual Boarding House Dinner.	A successful Annual Boarding House Dinner organised and held.	
<b>5. FUNCTIONS</b>	Oversee the organisation of the Boarders' Valedictory Dinner	A successful Boarders' Valedictory Dinner organised and held.	
	Attend official school functions such as School Assemblies, Staff meetings, Induction evening, Anniversary Service, Valedictory celebrations and church services.	All official functions attended.	
<b>6. OTHER DUTIES</b>	Oversee the Year 8 Residential Program	Year 8 Boarding program is run successfully	

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	Undertake professional development opportunities as required and relevant to the role. Ensure all Boarding staff are appropriately trained and work in compliance with School policies.	Professional development is undertaken	
	Provide leadership and support to boarding staff ensuring a high performing staff. Induct new staff as required. Undertake annual appraisal of Boarding staff.	Termly review with staff and annual appraisal completed.	
<b>7. CHILD SAFETY</b>	Responsible for understanding and applying Firbank's Child Safety Policies and procedures particular in relation to the Boarding House	Complies with policies and procedures	
	Identifying and addressing Child Safety Risks, Child abuse indicators, Management of disclosure and Reporting including Mandatory Reporting	complies with policies and procedures	
	Complying with School Staff/student boundaries	Acts according to Child Safety Code of Conduct	
	Awareness of issues relating to Aboriginal, cultural and linguistic diversity or disability, amongst students with whom you will have direct contact, in addressing child protections teaching and disclosures	Understands school's values and policies and meets expectations	
	Takes all practicable measures to protect students where a risk to their safety has been identified whilst under your care.	Considers and manages the safety of students with in the school environment (eg. camps/excursions, online environment, competitions, other events etc.)	
<b>8. HEALTH AND SAFETY</b>	Follow all Health and Safety policies and procedures.	Observe Health and Safety Policy.	

KEY RESULT AREAS	KEY RESPONSIBILITIES	KEY PERFORMANCE INDICATORS	COMMENTS
	Report all known or observed hazards to Health and Safety Staff Representative.	Reports hazards when observed.	
9. PRINCIPAL	Other duties as requested by the Principal	Duties performed in a timely manner	

**\*\*THIS POSITION DESCRIPTION IS AN OVERVIEW OF THE DUTIES AND RESPONSIBILITIES OF THIS ROLE AND DOES NOT REPRESENT THE ENTIRETY OF THIS POSITION. FIRBANK GRAMMAR SCHOOL RESERVES THE RIGHT TO VARY THIS POSITION DESCRIPTION TO MEET THE CHANGING NEEDS OF THE SCHOOL\*\***

#### **KEY SELECTION CRITERIA: QUALIFICATIONS, SKILLS AND EXPERIENCE**

- Strong and positive interpersonal, communication, problem solving and influencing skills.
- Able to work well under pressure, able to exercise intuitive, judgment and flexibility in dealing with competing prioritised, needs and deadlines
- Ability to relate well to adolescents
- Demonstrated high level organisational experience, including an ability to plan and organise work with minimal supervision;
- Demonstrated ability to undertake the core responsibilities and inherent requirements of the position
- Proven ability to manage staff
- Demonstrated experience in managing a budget
- Previous boarding school experience highly regarded. Tertiary qualifications in community services, youth work (or similar) or teaching desirable
- High level computer skills

#### **Mandatory Requirements**

- Current Working With Children Check or VIT registration
- Current First Aid Certificate
- Victorian Drivers Licence