

# POSITION DESCRIPTION



## Assistant Director of Boarding

<b>Reports to:</b>	
Director of Boarding	
<b>Role Purpose:</b>	
The Assistant Director of Boarding assists in providing a high level of care to boarding students in a safe and harmonious environment. The role manages the day-to-day activities of the Boarding House and its staff, including other duties as directed by the Director of Boarding.	
<b>Department/Section:</b>	
Deputy Principal Year 7-12	
<b>Key Relationships:</b>	
<b>Internal</b> <ul style="list-style-type: none"><li>• CLT</li><li>• Staff</li><li>• Students</li><li>• Parents</li><li>• Community</li></ul>	<b>External</b> <ul style="list-style-type: none"><li>• ABSA</li><li>• Yalari</li><li>• Abstudy</li><li>• International agents</li></ul>
<b>Qualifications and Experience:</b>	
<b>Essential:</b> <ul style="list-style-type: none"><li>• Relevant tertiary teaching qualifications</li><li>• Proven management and pastoral care experience</li><li>• Strong organisation and planning skills</li><li>• Well-developed communication and relationship management skills</li><li>• Demonstrated ability to manage confidential information and advice with discretion and sensitivity</li><li>• The ability to work flexible rosters including weekends, evenings and overnight stays</li><li>• Current First Aid certificate</li><li>• National Police Clearance Check (less than 12 months old)</li><li>• Valid Working with Children Check</li></ul>	
<b>Desirable:</b> <ul style="list-style-type: none"><li>• Bus driver's license or willingness to obtain</li></ul>	
<b>Role Responsibilities:</b>	
<ul style="list-style-type: none"><li>• Assist in the day-to-day operational management of the Boarding House</li><li>• Manage and monitor the academic progress and wellbeing of all Boarding students</li><li>• Build and maintain positive relationships with parents, guardians and other stakeholders</li><li>• Develop and implement rosters, and manage all staff associated with the Boarding House e.g.: Supervisors, Tutors and Recreational staff</li><li>• Monitor the pastoral care needs of all students (urban, regional, indigenous and international)</li><li>• Liaise with the Health Centre in relation to student wellbeing</li></ul>	

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- Ensure a high level of duty of care for all boarding students
- Attend official Boarding House events and trips as required
- Organise student transport to airport, appointments and other activities as required
- Induct and manage new boarding staff in consultation with Director of Boarding
- Support the Boarding Prefect in their role to develop initiatives
- Assist with the co-ordination of Boarding programmes e.g. guest speakers, events and Carnival Weekend
- Attend College functions as directed by Director of Boarding
- Oversee the Recreational Officer and programmes
- Coach, supervise and conduct performance reviews for Boarding House staff
- Review, develop and implement staff rosters in consultation with the Head of Boarding
- Assist with financial and general administration relating to the Boarding House
- Assist with the pastoral care needs of students, in liaison with the Director of Boarding
- Additional duties as directed by the Deputy Principal Years 7-12

### On Duty Responsibilities:

- Accompany boarding students to hospital in emergency situations until Guardian is in attendance
- Approve leave using REACH in accordance with College policies and procedures
- Arrange student transport requirements for offsite student activities and appointments as required
- Work to a rolling roster, including being on-call, overnight stays and weekends, as required

### Terms of Appointment:

Permanent part-time

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Manager, Human Resources)

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME: \_\_\_\_\_  
(Employee)