



## **POSITION DESCRIPTION**

### **DIRECTOR OF BOARDING**

Santa Maria College is nestled in picturesque gardens overlooking the Swan River in Attadale, Western Australia. It is a Years 5 – 12 Catholic school for girls, both day and boarding with 1280 students including 150 boarders. Santa Maria offers a quality education inspired by Jesus Christ and the vision of Catherine McAuley.

#### **ROLE DESCRIPTION**

The Director of Boarding is a senior leadership role and will work closely with the College Executive Team, College Leadership Team, Boarding Coordinators, Boarding Supervisors, Teaching Staff, Health Services Team, Boarders, Parents and the wider community.

This senior leadership role has a strong focus on care and wellbeing of our Boarders.

#### **1. SELECTION CRITERIA**

- Commitment to the ethos and values of Catholic and Mercy education.
- A proven ability to provide leadership and fulfil all aspects of a senior leadership role.
- Passion and experience in providing pastoral care and support for boarding students.
- Exemplary interpersonal and communication skills to build strong rapport with students from diverse backgrounds.
- Capacity to build strong parent partnerships.
- Knowledge of how to ensure boarding students reach their potential pastorally and academically.
- Ability to actively promote Boarding in our community and the wider community.
- Capacity to create a strong staff team and to provide opportunities for their development.
- Prepared to work flexible work hours including some weekend hours.
- Excellent organisational skills and the ability to delegate.

#### **2. MAIN RESPONSIBILITIES**

##### **2.1 Mission**

- Advocate a strong sense of purpose consistent with the College Mission and Vision.
- Model Gospel and Mercy values and promote their importance.
- Support the Director of Mission to provide opportunities for our Boarders and staff to develop their faith.
- Enable Boarders to attain the knowledge and beliefs that will enable them to develop understanding and connection to their faith and to see its relevance in their daily lives.
- Involve students in programs that enhance social justice, community service and promoting positive relationships in the community.
- Encourage all Boarding Staff to respect the dignity and uniqueness of each student.

## 2.2 Pastoral Care

- Promote a culture of inclusivity, care, trust and compassion.
- Develop and maintain appropriate strategies and processes to promote positive behaviour.
- Liaise with Boarding Supervisors to monitor student wellbeing and take action where needed.
- Ensure that accurate student records are maintained and Boarding Supervisors are informed of relevant issues regarding a student's welfare.
- Oversee the election and mentoring of student leaders.
- Coordinate the orientation and induction of new students and monitor their transition.
- Oversee recreation programs that address the wellbeing, social, sporting and cultural needs of Boarding students.
- Ensure the due care and supervision of students involved in all Boarding activities.
- Provide Risk and Compliance documentation for activities.

## 2.2 Leadership

- In conjunction with the Principal, interview and appoint Boarding Staff.
- Conduct induction/orientation with relief or new boarding staff.
- Oversee the work of the two Boarding Co-ordinators.
- Liaise with the Head of Professional Learning who oversees staff review and development.
- Oversee the Academic Support provided by the Boarding Academic Care Coordinator and Study Tutors.
- Work collaboratively as a member of the College Executive.
- Manage a roster system for Boarding Supervisors and engage relief staff when required.
- Establish clear professional expectations for Boarding Supervisors and staff and provide ongoing support.
- Develop the professional expertise of Boarding Supervisors through professional learning opportunities.

## 2.3 Parent Partnerships

- Ensure parents are informed regarding all aspects of Boarding life.
- Connect with new families before arrival and while transitioning.
- Promptly address parental concerns and communication.
- Coordinate the Boarder Parent Representative Committee
- Coordinate Boarding Parent events.

## 2.4 Administration

- Promote the Boarding Community in the wider school community.
- Oversee the development and upkeep of the boarding facilities.
- Oversee catering in conjunction with the Catering Manager to ensure the provision of nourishing meals.
- Attend Field Days to promote the Boarding community.
- Ensure that Boarding policies and practices are reviewed, relevant and implemented.
- Prepare and manage the budget in liaison with the
- Oversee Boarding reports.

## **2.5 General**

- Support the Executive Team in all aspects of College life.
- Participate in all school-based meetings and professional learning activities as appropriate.
- Perform other duties as required.