



Pymble Ladies' College

DRAFT POSITION DESCRIPTION

Title: Deputy Director of Boarding

Reports to: Director of Boarding

POSITION SUMMARY

The Deputy Director of Boarding reports to the Director of Boarding, supporting operational and strategic leadership across all aspects of boarding including: policy, process, financial and resource related matters.

The Deputy Director of Boarding is an experienced educator with a special interest in the residential care of students. Central to the role is the care and wellbeing of the Boarders. Ensuring that the Boarding School operations are consistent across residences and aligned to College policies and processes are key to the position. Maintaining a visible and active presence across each of the Houses is essential.

Residing on site, the Deputy Director of Boarding will be rostered in the Boarding Houses 2 nights a week and on call every second weekend. They will maintain a teaching load of 0.40 FTE.

The Deputy Director of Boarding deputises for the Director of Boarding as required.

As a member of the leadership team, the Deputy Director of Boarding:

- actively strives to achieve the College vision, mission and goals.
- contributes to a culture of leadership that engenders transparency, responsibility and accountability.
- fosters a commitment to continuous improvement through research, consultation, collaboration and sharing of knowledge and information.
- demonstrates overt support of the Uniting Church ethos and College values.

ROLE RESPONSIBILITIES

1. Provide effective leadership support and operational management to ensure the efficient day-to-day operation of the Boarding School

- 1.1 Work closely with key staff to consistently implement policies and processes to facilitate the exemplary care and wellbeing of all Boarders.
- 1.2 Lead House staff to maintain a comfortable, home-like and safe physical environment for the Boarders.
- 1.3 Lead House staff to ensure expectations regarding uniform, behaviour and routines are consistently applied across the Houses.
- 1.4 Manage the process of rostering staff, in consultation with the Director of Boarding, to ensure appropriate supervision of Boarders and maximisation of staff resources within the budgeted allocation.
- 1.5 Assist the Director of Boarding in recruitment, selection leadership and performance management of staff.
- 1.6 Conduct the formal induction program for new Boarding staff.
- 1.7 Liaise with the IT Department to ensure appropriate access for Boarders.
- 1.8 Work with the Boarding Administration Coordinator in the organisation of events.

2. Implement programs and processes to provide a safe and stimulating Boarding environment.

- 2.1 Work closely with the Director of Boarding to develop and implement an effective wellbeing program for each year level.
- 2.2 Develop and manage the social and recreation programs for the Boarders to ensure they are provided with a wide range of appropriate and engaging opportunities for social and personal development.
- 2.3 Lead the Spirit House Captains to organise Boarding specific events including fortnightly Chapel services, Community Days and Boarders' Week.
- 2.4 Lead the Big Sister, Little Sister program and Spirit House Circles to facilitate mentoring opportunities.
- 2.5 Work with the Boarding Administration Coordinator and lead the Boarders to organise Boarding Community events.

- 2.6 Assume responsibility for the academic program for Boarders including recruitment and rostering of Academic Tutors and development of personalised programs for Boarders as required.
- 2.7 Assist the Director of Boarding in developing and implementing a life skills program.
- 2.8 Work with the Director of Boarding to regularly review the Boarding Handbooks to ensure relevant, accurate and consistent best practice.
- 2.9 Lead the orientation and transition programs for new Boarders.
- 2.10 Lead the Boarding Family Friends program.
- 2.11 Develop and lead a program of activities for the Angus Cup and other House trophies.
- 2.12 In close collaboration with the Head of Extended Learning, explore opportunities for a Boarder exchange program.
- 3. Communication and Marketing**
- 3.1 Conduct all communication with students, staff, parents and members of the College community and external entities in a professional and respectful manner.
- 3.2 Liaise regularly with House and Day school staff regarding the Boarders' wellbeing and academic progress.
- 3.3 Oversee weekly House communication and contribute to the College Newsletter and other Boarding publications.
- 3.4 In conjunction with the Director of Boarding, represent and promote Boarding at marketing events including Boarding Expos and tours.
- 3.5 Participate in parent and prospective Boarder interviews.
- 3.6 Assist the Director of Boarding with the reporting process.
- 3.7 Work with the Director of Boarding to actively promote the College and Pymble Boarding within the current and prospective College community.
- 3.8 Maintain regular contact with families ensuring that they are informed about the Boarders and their activities.

4. Risk and Compliance

- 4.1 Report directly to the Principal on any matters relating to child protection.
- 4.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.
- 4.3 Oversee the application of WHS policy and procedure across the Houses including working with the Boarding Administration Coordinator and Campus Manager to ensure a safe and functional living and work environment.
- 4.4 Ensure that risk assessments are completed for all activities in line with College policy and procedure.
- 4.5 Support the Director of Boarding by monitoring staff in their understanding of the professional and legal obligations of Duty of Care and identify and report to the Director of Boarding on any serious issue relating to Duty of Care.
- 4.6 Support the Director of Boarding to ensure that compliance standards and all other legislative requirements for the management of the Boarding House are met.
- 4.7 Work with the Director of Boarding to ensure compliance to the 'Boarding Standards'.

5. Professional Learning

- 5.1 Remain abreast of current and best practice standards in residential care.
- 5.2 In partnership with your Manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.
- 5.3 Assist the Director of Boarding in facilitating a program to meet professional learning needs of boarding staff.

6. Other duties may be required from time to time

PERSONAL CAPABILITIES

- Willingness to support the ethos and values of the College.
- Commitment to work productivity and collaboratively with the Director of Boarding and key stakeholders to achieve organisational goals.
- A passion for working with students in a boarding environment and dedication to supporting their needs.

- Ability to provide effective leadership in managing, developing and mentoring staff in the Boarding school.
- Knowledge of legislation, standards and practices relevant to the management of a Boarding school.
- Understanding of resource management and ability to work towards maximization of resources.
- Commitment to consistent enactment of policy, practice and procedures that enhance efficiency and effectiveness of boarding operations.
- Ability to create a strong sense of 'team' and to develop a culture where high levels of effectiveness and productivity are the norm and reflected in staff performance and the outcomes for students.
- Demonstrated strong and effective communication and interpersonal skills.
- Ability to demonstrate professional conduct and discretion.