



# Pymble Ladies' College

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## POSITION DESCRIPTION

**Title:** Assistant Head of Year (Boarding)

**Reports to:** Director of Boarding

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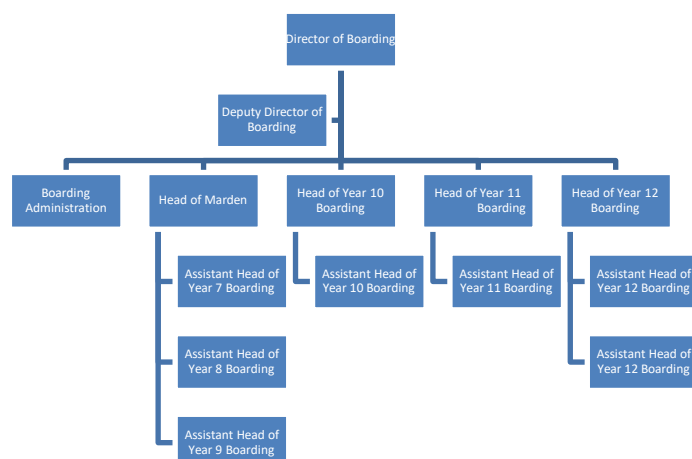
## POSITION SUMMARY

Boarding at *Pymble* is a unique experience which provides girls from diverse backgrounds with a home away from home. Our aim is to create and sustain a warm and friendly, safe and secure environment for girls that supports active engagement in all aspects of College life.

The Assistant Head of Year (Boarding) has a clear passion for working with students in a residential setting. They are committed to the exemplary care and wellbeing of Boarders and are diligent in providing opportunities for them to maximise their Boarding experience. The Assistant Head of Year (Boarding) works collaboratively to build a strong and connected Boarding community and maintain a reputation of excellence in Boarding.

The Assistant Head of Year (Boarding) is responsible to the Director of Boarding and reports on a day to day basis to the Head of Year (Boarding). Central to the role of Assistant Head of Year (Boarding) is the ability to provide support for the operational aspects of the Boarding House to facilitate a strong wellbeing focus in a functional, consistent, safe and home-like environment. The Assistant Head of House (Boarding) deputises for the Head of Year (Boarding) in her absence and provides a seamless transition across the various shifts.

The Assistant Head of Year (Boarding) will be rostered on average for 30 hours per week. Attendance is required during non term time depending on the needs of the College. This includes, and is not limited to, the week preceding the start of the school year and the last two week days of each term break.



## Core Job Role Accountabilities

### 1. Provide exemplary care to facilitate the physical, emotional, spiritual, academic and social wellbeing of Boarders.

- 1.1 Foster a positive and resilient culture reflecting the five core values of the College: care, courage, integrity, respect and responsibility.
- 1.2 Understand and respond accordingly to the Boarders' developmental stage in relation to their level of autonomy, decision making and time management.
- 1.3 Sustain an atmosphere of care, support and respect by maintaining clear expectations for Boarders.
- 1.4 Communicate with the Head of Year (Boarding) in relation to the holistic care of each Boarder.
- 1.5 Assume leadership of all aspects of the holistic care of the Boarders in the absence of the Head of Year (Boarding).
- 1.6 Actively support the development of positive and productive relationships with Boarders and their families and key College personnel to support Boarders in achieving their potential in all aspects of school life.
- 1.7 Be familiar with and respond to feedback on the Boarders' academic performance to support Boarders in maximising their academic results.

### 2. Provide effective administrative and supervisory support to the Head of Year (Boarding) in the management of all Boarders in the Year group and staff in the Boarding House

- 2.1 Support the Head of Year (Boarding) to implement a unique and distinctive vision for the year group.

- 2.2 Work collegially with all staff with a common aim of maintaining a functional, consistent, safe and home-like environment in the Boarding House.
- 2.3 Assume responsibility for all administration and communication in the absence of the Head of Year (Boarding) to maintaining a functional, consistent, safe and home-like environment in the Boarding House.
- 2.4 Contribute to a unified Boarding community through the development of strong relationships with all staff and families.
- 2.5 Support and implement processes to enable Boarders to effectively manage their daily routine.
- 2.6 Consistently implement College and Boarding policies to ensure that procedure and practice enables consistent, effective and efficient administration and management of the allocated House.
- 2.7 Administer medication in line with College and legislative requirements.
- 2.9 Inform the Director of Boarding and/or Deputy Director of Boarding of any significant concerns occurring during the course of duty.
- 2.9 Be an inclusive member of the Boarding community and demonstrate the skills to support others by welcoming new members and sharing community information.
- 2.10 Maintain accurate and timely Boarder records following College guidelines and procedures.
- 2.11 Support the Head of Year (Boarding) to implement special programs designed to enhance the Boarding experience.
- 2.12 Fulfil administrative tasks as requested by the Head of Year (Boarding) in a timely and appropriate manner.
- 2.13 Provide support for event management relevant for the year group.

### **3. Communication**

- 3.1 Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.

### **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 emergency response practices.

## 5. Professional Learning

5.1 In consultation with Head of Year (Boarding), continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.

## 6. Other duties may be required from time to time

### Position and Leadership Capabilities

- **Accountability and Decisive Action**  
*You are committed to getting things done through making timely and well-considered decisions and bringing projects to a close.*
- **Interpersonal Effectiveness**  
*You are recognised for your insightful and empathetic approach which sees you connect authentically with staff across the College.*
- **Individual and People Leadership**  
*You demonstrate a highly inspirational outlook with high standards of performance for yourself and others.*

### Core Skills, Knowledge and Experience

- Previous experience in supporting and mentoring of Boarders or young people.
- Demonstrated passion for working with students in a residential setting and dedication to supporting their physical, emotional, spiritual, academic and social needs.
- Willingness to support the ethos and values of the College.
- Knowledge of relevant legislation, standards and practices relevant to boarding environments.
- Commitment to maintain boarding specific qualifications including a full drivers licence, Provide First Aid, Youth Mental Health First Aid, Duty of Care and Boarding Fundamentals.
- Ability to develop positive and supportive relationships with Boarders, parents and staff and demonstrate interpersonal skills that will sustain quality relationships.
- Understanding of the requirements implicit in Duty of Care and ability to support the expectations of the College in relation to the care of Boarders.