Position Information Document

Deputy Director of Boarding – Girls

Context

As a Catholic college in the Marist tradition, Sacred Heart College is "a centre of learning, of life, and of evangelising." Marist schools lead their students and staff "to learn to know, to be competent, to live together and most especially to grow as persons" (Institute of Marist Brothers of the Schools, 1998, [126]).

Guiding and supporting students at Sacred Heart College through their middle and senior years is critical, as the Boarding House staff are entrusted with their care. The Deputy Director of Boarding - Girls oversees the daily management and overall coordination of the Girls Boarding House, ensuring that pastoral care, academic support, supervision, co-curricular activities, and discipline are maintained at the highest standards. This role involves close collaboration with the Director of Boarding and Deputy Director of Boarding - Boys on pastoral care, behaviour management and administrative tasks, with a particular focus on the well-being of each boarder.

Broad Purpose

The Deputy Director of Boarding - Girls as part of the Boarding Leadership Team alongside the Director of Boarding and the Director of Boarding – Boys will be responsible for:

- actively contributing to the Catholic dimension and values of the College, ensuring that all actions and decisions reinforce these core principles;
- understanding and responding to best practice standards and regulations for boarding, ensuring the Boarding House operates within these frameworks;
- be responsible for ensuring the highest standards of child safeguarding in the Girls Boarding House;
- navigating the complex demands of a secondary co-educational boarding environment with sensitivity and effectiveness;
- analysing and resolving issues as they arise within the Boarding House in a systematic, collaborative, and effective manner;
- employing a collaborative and consultative approach, valuing the collective wisdom of leaders and peers, and using reflective practices to implement best practice models consistently; and
- demonstrating empathy towards the needs of the young people in their care, ensuring a supportive and understanding boarding environment.

Qualifications and Experience

Essential qualifications and experience

- Experience in residential care or boarding; and
- Formal qualifications in the area of residential care or boarding (Certificate III or IV) or relevant training/certification in these specialist areas, or a willingness to obtain these qualifications.

Desirable qualifications, skills and experience

- Experience working in a school or college environment;
- Experience with Mental Health First Aid Training or Accidental Counsellor Training;
- Duty of Care Training; and

- Experience with SEQTA, Reach, or similar management systems.

Personal attributes

- Understanding and support of the Catholic and Marist traditions, culture and ethos;
- Friendly, positive, supportive of others and a team player;
- Willingness to be flexible and adaptable;
- A commitment to maintaining confidentiality of personal records and information; and
- A willingness to support progress or change.

Key Areas of Work

The Deputy Director of Boarding - Girls will:

Pastoral Care

- with the Deputy Director of Boarding – Boys and Boarding Staff, ensure the welfare of boarding students through comprehensive pastoral care;
- support students' transition to boarding life by coordinating with staff, maintaining contact with new parents, and providing ongoing support to new students;
- act as the primary liaison for boarding students and their families, ensuring open communication and involvement in boarding life;
- identify 'at-risk' (Pastoral or Learning) boarders and work with relevant staff to provide appropriate support structures;
- ensure a consistent approach to boarding support by working with staff across campuses to improve communication and collaboration;
- support Boarding Leaders with initiatives that benefit the Boarding Community and assist with the running of Boarding Student Leaders Meetings;
- foster an environment that is supportive of the sensitivities of first nations culture and spirituality;
- oversee the compilation and submission of Boarding Reports, ensuring accuracy and timely delivery to senior leadership and relevant external parties; and
- regularly report on compliance, risk management, and operational issues to the Director of Boarding and stakeholders.

Academic support and achievement

- foster a culture of academic success by encouraging effective study habits and liaising with academic staff about student progress;
- manage Boarding Tutors and oversee the support programs they provide, with assistance from the Director of Boarding;
- be the primary support for boarders academically and collaborate with the Director of Boarding to monitor academic standards and create tailored support for ATAR and non-ATAR pathway students;
- communicate with parents regarding their child's academic progress, and attend Parent-Teacher Interviews and key academic events; and
- assist with Boarding Reports and ensure a comprehensive process, including communication with families.

Behaviour and wellbeing management

- oversee the wellbeing and behaviour education of boarding students, implementing appropriate strategies, support mechanisms, proactive programs and early interventions;

- serve as the primary contact for managing behavioural issues, working with parents to establish supportive solutions;
- maintain proactive communication with Boarding Staff regarding behaviour and wellbeing, ensuring appropriate follow-up;
- supervise boarding students to ensure a positive and supportive environment throughout the Boarding House; and
- participate in recess and lunch duties, regularly engaging with students during school hours.

Operational and administrative duties

- coordinate the daily operations of the Boarding House, including administrative tasks and overseeing boarder movements and leave requirements. Serve as the primary contact for these responsibilities;
- be an effective administrator, able to work under the pressure of deadlines and within budget parameters;
- assist in planning and executing key boarding events, maintaining an active presence;
- perform required administrative duties, focusing on efficiency and accountability, including tracking academic progress and managing boarding events;
- assist in the induction and ongoing support of Boarding Staff, ensuring they are well-prepared for their duties through regular communication and guidance;
- manage leave requests from Boarding Staff, ensuring appropriate coverage for shifts and special events and navigate staff leave in order to maintain smooth operations within the Boarding House;
- oversee the development and management of staffing rosters to ensure efficient operations;
- act as the key contact in the absence of the Director of Boarding or when the Director of Boarding is not on-call and support the Boarding Registrar as needed;
- collaborate with the Director of Boarding to manage staffing changes in the Boarding House;
- ensure compliance with boarding and child protection regulations by maintaining up-to-date knowledge of relevant legislation and best practices;
- oversee the development and implementation of risk management procedures in line with the College's policies and regulations;
- review and update risk assessments for Boarding House activities and student welfare, ensuring potential risks are identified and mitigated; and
- ensure that Boarding Staff are trained and fully aware of risk assessment protocols, seeking guidance from the Director of Boarding or the Risk and Compliance Manager.

Community and relationship building

- foster positive relationships within the Boarding House, the Girls Boarding House, and the wider College Community through various initiatives;
- work closely with members of College Leadership and the Aboriginal Education Coordinator to ensure our boarders are supported in all areas;
- ensure equity between the Girls and Boys Boarding Houses;
- support community integration by facilitating boarders' participation in Mass, Chapel attendance, and engagement with the local Parish;
- play an active role in developing and facilitating the Boarding Faith Formation Program, attending sessions on a rotational basis with the Boarding Leadership Team;

- as a member of the Boarding Leadership Team, attend key community events such as Field Days and Regional Dinners, and collaborate with the Boarding Parents Association to maintain a presence at these events; and
- assist the Director of Boarding and the Boarding Registrar with enrolment interviews and tours.

Professional development and staff induction

- stay updated on pastoral care theories and practices by engaging in ongoing professional development;
- assist in planning and delivering relevant professional development sessions for boarding staff;
- as a Boarding Leadership Team, oversee the continuing personal and professional development of Boarding House Staff and assist the Director of Boarding with performance improvement and management;
- guide new staff through their induction, ensuring they understand their roles and responsibilities within the boarding community; and
- attend Head of Boarding commitments and other professional development activities as directed by the Director of Boarding.

Emergency and on-call responsibilities

- assume on-call duties as required in the absence of the Director of Boarding, coordinating with the Boarding Leadership Team for emergency preparedness, ensuring availability at all times when on-call; and
- manage on-call responsibilities on a rotational basis, ensuring adequate supervision and support for boarding students.

Other certifications

The employee must acquire and maintain:

- Current Working With Children Clearance (Police Clearance) to work in Catholic Education SA;
- Current police clearance – with no financial convictions or disqualifications;
- Approved Mandatory Notification training (Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate);
- First Aid certificate or qualification (as applicable);
- Currency of practice and relevant certifications or registration required for the safe and effective execution of the role; and
- Awareness of, and compliance with, clearance and screening requirements for employees, volunteers and contractors.

Workplace health and safety

Workers have a responsibility to:

- take reasonable care for their own health and safety;
- take reasonable care to not adversely affect another person at work through acts or omissions;
- follow reasonable instructions given to ensure health and safety; and
- co-operate with reasonable policies and procedures made available to staff, which are designed to protect people at work.

In practical terms this means to:

- Use appropriate equipment and safe work procedures designed to ensure health and safety;
- Participate in training programmes as requested;

- Report unsafe/unhealthy conditions (hazards) in their work environment;
- Report incidents or near misses which have or could have caused injury; and
- Become familiar with and follow the policies, procedures and information about WHS available to staff on Complispace.

Behavioural Expectations and Fair Treatment in the Workplace

Employees of Sacred Heart College are expected to:

- Comply with the Code of Conduct for Staff Employed in Catholic Education SA;
- Comply with legislation, policies, procedures and protocols regarding the non-acceptance of any unfair workplace treatment – discrimination, harassment and/or bullying; and
- Report any concerns and/or ask questions or seek assistance regarding anything you are unsure about.

Performance review

All employees are required to proactively participate in the College's Performance Development Program including periodic review

Conditions of employment

Employer:	Sacred Heart College
Award:	South Australian Catholic Schools Enterprise Agreement 2020
Category:	Education Support Officer
Stream:	Boarding
Classification:	Grade 6, Year 1
Hours of work:	As set out in the letter of appointment
Prime location:	Marcellin Campus, Somerton Park, but with flexibility to work at any College site as required.

Reporting/working relationship

Immediately responsible to:	Director of Boarding
Line management from:	Deputy Principal

References

Institute of Marist Brothers (1998). *In the Footsteps of Marcellin Champagnat: A vision for Marist education today*. Institute of the Marist Brothers of the Schools; Sydney, Australia.