

Westminster is a leading coeducational, Early Learning to Year 12, day and boarding Uniting Church school. We aspire to be the best school for an exceptional education, developing individuals of great character to achieve more than they thought possible. We want Westminster to have a world class reputation, renowned for a genuine focus on wellbeing, inspired by our values of kindness, resilience, mindfulness, curiosity, courageousness and inclusivity.

Position name	Director of Boarding/Head of Boys' Boarding
Area of School	Boarding
Employment Status	Fixed term full time (1.0 FTE). Permanent appointment as Teacher
Tenure	3 years in normal circumstances
Employment Conditions	Westminster School Inc. Teaching Staff and School Assistants Enterprise Agreement 2017. Residential position.
Time Release	0.8 FTE whilst undertaking the duties of the position. 0.2 FTE teaching requirement.
Key Relationships	The Director of Boarding/Heads of Boys' Boarding reports to the Principal and works collaboratively with the Head of Girls' Boarding. In addition, this position works closely with the Principal, Teaching staff, Boarding and Health Centre Staff, the School Psychologist, the School Chaplain, the boarding students, their parents and communities. The Director of Boarding/Head of Boys' Boarding has people management responsibility for all Boarding House staff. Direct reports are the Head of Girls' Boarding and Boys' Boarding House staff.

Position Objective:

The Director of Boarding/Head of Boys' Boarding is a residential, senior pastoral and administrative position within Westminster School. Reporting to the Principal, this position assumes overall responsibility for the effective and successful planning, management and operation of the Boarding program at Westminster School. The Director of Boarding/Head of Boys' Boarding is also responsible for the efficient running and management of the Boys' Boarding program. In particular, the Director of Boarding/Head of Boys' Boarding is responsible for the pastoral and boarding progress of the students under their care.

Key Responsibilities:

1. Leading the Boarding function

- Assume overall responsibility for, and provide leadership support and oversight to Boarding staff to achieve the successful operation of a Boarding service including but not limited to:
- Provision of quality all-round residential care and services for boarders;
- Communication and marketing;
- Building and maintaining strong relationships with our boarding parents and communities;
- Developing leadership within the student community, particularly Boarding House Leaders
- Staffing and facilities management;
- Financial, compliance and risk management; and
- Record keeping and reporting.
- Develop and drive strategies to improve the efficiency, quality and outcomes of Westminster Boarding programs, in conjunction with the Heads of Girls' Boarding and others as appropriate.
- Lead and ensure the development and maintenance of an appropriate suite of policies and procedures for the compliant and efficient operation of the boarding program.
- Perform people management functions for roles that report directly to the position, liaising with HR, the Principal and other managers as required.
- Supervise, support and coach the Heads of Girls' Boarding to ensure effective people management of staff reporting directly or indirectly to them, and appropriate liaison with HR, the Director of Corporate Services and others as required.

- Maintain an up-to-date knowledge of contemporary practices in independent Boarding Schools, and of legislative and regulatory requirements for Boarding providers.
 - Provide advice to the Principal, and represent Westminster as required, on all matters pertaining to Boarding.
- 2. Enable and support boy boarders to thrive within the boarding program**
- Work closely with Head of Girls' Boarding to achieve the best outcomes for boarding students.
 - Take oversight of, and responsibility for, general wellbeing, behaviour, discipline, and morale of boy boarders.
 - Deal with disciplinary matters to an agreed level, in consultation with the Principal as needed.
 - Oversee and ensure boarder participation in the School's co-curricular program
 - Liaise with staff of the boarding and teaching staff, Health Centre and others regarding the particular needs of individual students.
 - Work with the Head of Girls' Boarding in the selection of student leaders.
 - Involving students in leadership, service and decision-making wherever possible, to encourage responsibility.
 - Maintain comprehensive student records and ensuring appropriate information goes on central student files.
 - Support and be involved in the lives of the students by attending major School events.
 - Work in partnership with the Health Centre staff to manage students' medical requirements
 - Oversee all student leave and holiday arrangements.
 - Manage the systematic allocation of students to rooms.
- 3. Provide effective, efficient management of Boys' Boarding facilities, services and programs:**
- Take responsibility for the day to day facility management and general state and appearance of the Boys' Boarding House
 - Work collaboratively with the Head of Girls' Boarding to ensure consistency and cohesion of policies, procedures and practices between Girls' and Boys' Boarding
 - Ensure compliance with WHS requirements (eg conduct Evacuation/Lock Down drills)
 - Lodge maintenance requests and other minor work requests
 - Liaise with the cleaning and catering contractors
 - Manage Boarding staffing and services within agreed budget parameters.
- 4. Lead and manage staff in Boys' Boarding:**
- Arrange staff duty rosters in accordance with boarding policy, and sharing in duty as appropriate.
 - Ensure staff have appropriate qualifications and arrange Professional Development where necessary in consultation with HR.
 - Lead and manage appointments to boarding staff.
 - Promote teamwork, consistency and good morale amongst boarding staff in their respective area.
 - Meet regularly with boarding staff to promote a cooperative and collaborative team approach.
- 5. Foster strong relationships with Boarder parents and communities:**
- Encourage a good working relationship with parents through welcoming them on their regular visits to the School and to appropriate boarding functions.
 - Communicate regularly with individual parents regarding the needs of their children and respond promptly to parental communications.
 - Provide a first point of contact for boarding parents who need to contact the School to discuss any aspects of their children's progress.
 - Be available to meet with parents at the beginning and end of term, exeats and Boarding functions
 - Prepare regular communications to Boarding parents.
 - Liaise with the Boarders Parent's Association to assist in the organisation's meetings and social activities.
 - Being active in the promotion of the Westminster Boarding Program by working with the Enrolments Manager.
 - Assist with all major boarding events including orientation programs, boarding dinners etc.

6. Other Responsibilities

- All teaching staff are expected to contribute to the Pastoral Care program.
- All teaching staff are expected to contribute to the co-curricular program of the School.
- Continuously improve all aspects of Boarding services and programs in conjunction with the Head of Girls' Boarding, with regular meetings as required.
- Attend Pastoral Committee, School Management Group meetings, and School Leadership Team meetings as requested.
- Remain abreast of all boarding issues through appropriate professional memberships, conference attendance and school visits.
- Be available for any matters which might require immediate attention during term time.
- Maintain, or ensure the maintenance, of appropriate records.
- Contribute to School Improvement initiatives.
- Model the School's values and expected behaviours, including compliance with School policies.
- Other responsibilities as required by the Principal from time to time.

Key Selection Criteria: Qualifications, Skills and Experience

- Tertiary qualifications in Teaching.
- Previous demonstrated experience in a boarding leadership role.
- Proven ability to manage and lead staff, ie rostering, recruiting, performance development and management.
- Excellent planning, organisational and time management skills.
- Demonstrated experience in managing a budget.
- High level of administration skills.
- Sound understanding of Work, Health and Safety requirements as they pertain to a boarding environment.
- Knowledge of legislative requirements regarding medical care of students is desirable.
- Current First Aid Certificate (Apply First Aid).

Key Selection Criteria: Personal Qualities

- Demonstrated ability to deliver effective pastoral care to students/boarders in years 7-12, especially boys.
- Well-developed ability to communicate and liaise effectively with students, parents, school staff and other community and agency members.
- Excellent interpersonal and communication skills.
- Demonstrated ability to build positive and effective working relationships.
- Has a nurturing, warm and friendly disposition, is approachable and personable.
- Displays patience, compassion and flexibility.

Safety and Wellbeing

All staff must:

- Take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others.
- Report all accidents, incidents and hazards to their supervisors as soon as is practicable.
- Read and abide by all WHS policies.

Conditions of Employment

- All applicants must be eligible to work in Australia.
- Teachers must have (or be eligible to obtain) current registration with Teachers Registration Board of South Australia.
- All staff must satisfy child protection screening and adhere to Westminster's Child Protection policy.
- All teaching staff must have completed current First Aid training.
- A 6 month probationary period applies.

Approved: September 2019