

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Head of House – Boarding
<b>REPORTS TO:</b>	Head of Boarding
<b>CO-ORDINATES WITH:</b>	Boarding House Supervisors Boarding Administrator Students Teachers Parents
<b>EXPERIENCE AND QUALIFICATIONS:</b>	<p>Approved Working with Children Check. Successful WA Police Check "F" Class Endorsement on Drivers Licence "MR" Bus Licence Senior First Aid Certificate Previous experience and/or qualifications relevant to Boarding education. Hold a Residential Care Certificate or a willingness to undertake this course. Be professionally competent Excellent sense of humour and enthusiasm High attention to detail and well-developed organisation skills. Well-developed interpersonal skills and telephone manner. High level written and oral communication skills. Able to organise workload and prioritise tasks. Ability to deal with confidential information with integrity. Ability to work under pressure whilst maintaining a calm demeanour and sense of humour. Ability to establish and maintain effective working relationships with staff, supervisors, students and parents Possess a sense of responsibility, punctuality and reliability Able to work collaboratively in a collegial environment Willingness to uphold the ethos and values of the school</p>
<b>POSITION PURPOSE:</b>	
<p>The Head of House Boarding are an integral part of the Boarding House. They play a significant role in ensuring that the Boarders are safe, cared for, motivated, enthused and valued. We also aim to develop a position of trust between staff and Boarder. It is our mission to support the aims of the school and fully encourage every Boarder to develop in confidence, competence, courage, community spirit and caring for others. Perth College Boarding House is an intimate and homely environment, and the staff will endeavour to complement this with friendly, compassionate, positive and down to earth outlooks. We will aim to make the House a welcome and hospitable environment at all times.</p> <p>The Head of House Boarding will exhibit professionalism in their dealings with Boarders, Parents and other Boarding Staff and will strive for the highest standards in carrying out procedures. We aim to be a unified team, treating communication as a priority, and we value our Boarding families and their involvement and inclusion in as much as possible. We are all role models for our Boarders and thus will strive to exhibit positive standards in every respect when on duty.</p>	
<b>KEY RESPONSIBILITIES:</b>	
<p><b>General</b></p> <ul style="list-style-type: none"> <li>➤ Directly responsible to the Head of Boarding (HOB) and will maintain effective communication with the HOB at all times.</li> <li>➤ Support the aims and initiatives of the School and Boarding House, implementing all house regulations and procedures to the highest standards.</li> <li>➤ Assist the HOB in being responsible for the Pastoral Care of all Boarders but predominantly those girls within their own House.</li> <li>➤ Take an active interest in all Boarders.</li> </ul>	

- Assist the HOB in the running of events, procedures and the Pastoral Care Programme.
- Work professionally and collaboratively with other Boarding Staff to ensure the highest standards in all Boarding matters.
- Support and attend the major Boarding co-curricular activities in the year, but will generally try to attend some of the important student activities when possible.
- Attend external meetings and Professional Learning events when required.
- Attend all scheduled Boarding meetings.
- Assist in monitoring new Boarders through regular contact with the Boarder and their parents.
- Encourage all Boarders to pursue activities offered within the school and as co-curricular events and to do their best at all levels.
- Make contact with all parents as and when required, in liaison with the HOB, but will try to contact their own House parents once a term to give a friendly progress report.
- Be involved in the discipline of students.
- Attend a medical handover with the Health Nurse at 3.00 pm when on evening duty and administer any necessary medication to students as specified by the Health Nurse. This may include treating girls with basic paracetamol/equivalent for general ailments. All treatment administered will be recorded in the appropriate House folder which serves as a legal document.

#### ***Set Duties***

- Undertake the Head of House rostered shifts as rostered by the HOB. These incorporate day, evening and weekend shifts across the opening weeks of the Boarding House across the year.
- Carry out all Boarding procedures during those shifts to the highest standards.
- Be available for relief in the event of absent colleagues.
- Check emails regularly.
- Record significant information in the appropriate House Handover Book for other staff to read.
- Attend Chapel whenever possible.
- Assist in delivering the Pastoral Care Programme.
- Supervise Prep for senior or junior students and ensure that conditions are conducive for study, reporting any concerns to the HOB.
- Check on the tidiness of bedrooms and utility rooms within their house, following up any action required.
- Organise birthday presents and cards for the Boarders in their House.
- Ensure that Fire Evacuation Procedures are carried out effectively and appropriate records kept.
- Liaise with the HOB on rooming plans at the end of each year and termly reviewing.
- Ensure that the girls are welcomed back at the start of each term in some unified way across all Houses.
- Accompany girls to hospital/medical appointments if required.
- Assist with the final clean up at the end of each term.
- Carry out any other Boarding duties as and when required by the HOB.

#### ***Pastoral Care***

- Take a specific interest in and develop a close relationship with their House's Boarding families, students and their welfare.
- Develop a rapport with all Boarders and be available for them in any matter.
- Follow up any matter regarding a Boarder by communicating with the HOH/HOB.
- Be involved in the orientation of new students.
- Communicate with all Boarding Staff on the welfare of any Boarder, or any Boarding procedure, as a matter of routine.
- Liaise with school administration staff on any Boarding matter necessary, especially absences during the school day.

#### ***Weekend Management***

- Undertake the roster for Weekend Management of the Boarding House on a rotational basis (generally every fourth weekend) with other HOH and HOB across the weeks that the Boarding House is open.
- On rostered weekend, be on call for staff concerns or Leave changes and ensure you come into the Boarding House for a minimum of a two hour period during the Saturday duty.
- On call hours are from Friday 4.00 pm until Monday 8.00 am with the need to come in if there is an emergency.
- Oversee the Boarding House throughout rostered weekends and take responsibility for the weekend management.
- Ensure communication is given priority and that the Weekend Manager exhibits professionalism in their dealings with staff, Boarders and parents.
- Inform the HOB as soon as possible should an incident occur over the weekend and conduct an

investigation. Document details in accordance with Boarding House processes and practices.

- Be present at formal dinner and Chapel on rostered weekends.
- Ensure staff on duty are actively supervising.
- Do a final check of Leave details; follow up on any discrepancies and communicate these to the HOB.
- Provide a written report on Monday outlining the weekend.
- Maintain effective communication with the HOB at all times on rostered weekend and ensure she is advised of any staff who are absent from a weekend duty shift so that cover can be organised.

#### **Meetings**

- Attend the start of term and mid-term meetings where scheduled.
- Attend external meetings in relation to Boarding when required.
- Be present at the Sunday House Meeting every week.
- Attend all closed weekend activities.
- Meet with the HOB once a fortnight.
- Meet with different year groups within their House on a regular basis.

#### **Professional Learning**

- Be responsible, as will all staff, for identifying areas of need within the Boarding House and suggesting Professional Learning (PL) for Boarding staff.
- Attend all PL days arranged for the Boarding House staff.
- Attend conferences and PL events as requested by the HOB.

#### **Staff**

- Assist in the orientation of all new staff, including GAP students.
- Assist the HOB in the care of all Boarding staff.
- Communicate with all Boarding staff on the welfare of any Boarder, or any Boarding procedure, as a matter of routine.
- Liaise with school administration staff on any Boarding matter necessary, especially absences during the school day.

#### **Administration**

- Write end of semester reports on each girl in their House.
- Report any students of concern to the HOB and their Head of House.
- Assist the Head of Boarding with administrative requirements for their House.

#### **Maintenance**

- Log any maintenance matter that needs attention in the Boarding House on SPACE using My Maintenance.
- Be proactive in the maintenance of the Boarding grounds by reporting to the HOB any matter needing attention and suggesting improvements.
- Complete a House check for maintenance conditions after the end of terms and before the start of the year.

#### **Appraisal**

- All permanent Boarding Staff will be expected to be appraised regularly and this may include feedback from a number of areas, including the HOB, parents, other designated Boarding staff, self and students.

#### **Hours of Work**

As per the Head of House roster during the weeks the Boarding House is open. Incorporates week day, evening and weekend shifts across the full week.

Weekend Management responsibility in accordance with the Weekend Management rotation roster. On call hours are from Friday 4.00 pm until Monday 8.00 am with the need to come in for a minimum of a two hour period during the Saturday duty and when there is an emergency.

Some flexibility of hours will be required to facilitate effective input and involvement in the full scope of this position at Perth College including extra days at the end of the school year to ensure end of year responsibilities are completed and at the beginning of the school year to prepare for the Boarders.