

## POSITION DESCRIPTION

# ASSISTANT HEAD OF BOARDING

Position Title	Assistant Head of Boarding
Reporting to	Head of Boarding
School Values	Respectful Relationships Responsible Citizen Adventurous Learner A True and Courageous Self

Wilderness School is a non-denominational girl's school educating students from Early Learning Centre through to Year 12. Since 1884, Wilderness School has prepared girls to be adventurous, courageous, responsible and respectful learners and leaders. The legacy of our Founders, the Misses Browns, continues today and is a rich and integral part of our School culture.

Staff members at Wilderness School are required to uphold the values and the reputation of our school and community by:

- Conducting their relationships with respect and kindness
- Demonstrating high behavioural, moral, ethical and professional work standards
- Working together to successfully manage change

Wilderness staff are highly competent, passionate and engaging in their practice.

### Role Purpose:

The Assistant Head of Boarding is an integral member of the Boarding staff team. Working closely with the Head of Boarding, this role provides support to the Head of Boarding whilst guiding and supporting the operations of the Boarding House. Ensuring a nurturing, safe and inclusive community, the Assistant Head of Boarding works alongside staff and students to build a thriving culture based on the School's value of Respectful Relationships.

The Assistant Head of Boarding is responsible to the Head of Boarding and provides support for the operational aspects of the Boarding House, facilitating a strong wellbeing focus in a functional, consistent, safe and home-like environment. The Assistant Head of Boarding deputises for the Head of Boarding in their absence and provides a seamless transition across the Boarding House.

### Key Areas of Responsibility:

<b>Operations</b>
<ul style="list-style-type: none"><li>• Support the Head of Boarding to maintain effective daily functions of the Boarding House.</li><li>• Work with colleagues in the Boarding Staff team to develop and implement an effective operational schedule including weekend activities, celebrations and events.</li><li>• Assist with the management and organisation of the Student Management System.</li><li>• Manage boarders leave including obtaining approvals, monitoring leave, liaising with relevant school staff and determining when to follow up with students and their families or hosts regarding leave arrangements.</li><li>• Assist with the co-ordination of Boarding House staff to ensure appropriate supervision of students.</li><li>• Collaborate with the finance department to ensure reconciliations are completed accurately and in a timely manner.</li><li>• Maintain and manage boarding student records including medical information, emergency contacts, and wellbeing plans or supports.</li><li>• Assist the Head of Boarding to ensure the ongoing security of the premises is maintained.</li><li>• In consultation with the Risk &amp; Compliance Officer and Head of Boarding, review and update Boarding House Workplace Health and Safety policies and procedures.</li><li>• Support with the management and completion of daily administration tasks, including taxi bookings, reviewing staff timebooks for Head of Boarding approval etc.</li></ul>

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- As required, assist in the preparation of semester reports for the boarding students.
- Collaboratively review and develop Boarding House systems, operations, policies and procedures with the Head of Boarding.
- Ensure communication and management of maintenance and cleaning requirements of the Boarding House have been addressed.
- Assist with the communication and demonstration of Boarding House expectations for students and staff.
- In liaison with the HR Manager and Head of Boarding, assist with the induction and mentoring of new Boarding House staff.
- Assist the Head of Boarding with the organisation and coordination of Boarding House functions and activities for the students, including the orientation program for new students and preparations prior to the start and end of each school term.
- Co-ordinate and actively engage in House activities and events.
- Ensure confidentiality of student and family information is maintained.
- Assume responsibility for the Boarding House in the absence of the Head of Boarding, ensuring strong communication with the Principal, Heads of School or other key leadership staff.
- Attend and lead any relevant meetings, as required.
- Deputise for the Head of Boarding when requested
- Share overnight on call with the Head of Boarding, when required

### People Management

In consultation with the Head of Boarding:

- Communicate goals and priorities and recognise achievements of the team.
- Help create a work environment for boarding staff that facilitates high levels of engagement, collaboration, teamwork and communication.
- Role model and encourage a culture of continuous learning that values trusting relationships and gives confidence and clarity.
- Support the recruitment and onboarding of staff.
- Manage the boarding house roster ensuring accurate records.

### Students

- Work closely with the Head of Boarding to develop and implement an effective approach and system of student care that is consistently applied across boarding.
- Work within a team to proactively communicate with families and students about matters of student wellbeing and care.
- Collaboratively support individual needs and work with key staff across the school to implement support plans that assist girls to flourish.
- Maintain an open approach to concerns and ensure that boarding students feel they have been heard and that their concerns will be acted upon.
- Develop positive and consultative relationships with parents and carers and liaise with them regarding any matters of concern.
- Liaise closely with the International Student Coordinator, Student Counsellor and Health Nurse as required, determining when to refer academic or wellbeing matters to these appropriate staff.
- Work collaboratively with the Head of Boarding regarding any serious or complex matters.
- Administer First Aid and dispense medication to students and record medication on REACH database as required.
- Lead girls to consider their responsibilities and promote individual self-efficacy, wellbeing and balance in their daily routines.
- Accompany boarders to appointments as needed.
- Be physically present and available to students when on duty in the Boarding House.
- Respond in a timely manner to parent and student inquiries.
- Refer any matters of serious concern to the Head of Boarding.

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### Parents and Community

In consultation with the Head of Boarding:

- Build relationships and regularly engage with key external stakeholder groups to promote the boarding community at Wilderness and to adopt best practices and approaches.
- Contribute to promotion and marketing of the schools boarding experiences including attendance and participation in:
  - Regional and interstate Field Days
  - Interstate and overseas Boarding events to attract boarding student and families
  - Regular events and social engagements relevant to the Boarding community
- Attend a range of school events and functions providing an active presence and to build and maintain strong community relationships.

### Compliance and Risk Mitigation

- Ensure compliance by adopting safe work practices and all statutory, legal and ethical obligations.
- Ensure compliance with Wilderness policies and procedures as well as reasonable directions.
- Identify and implement risk minimising strategies and practices.

### Collaboration and Teamwork

- Contribute to the team's achievement through collaborative work practices.
- Actively work together, share knowledge and practices.
- Deliver high-level customer service to internal and external customers.

### Key Requirements:

#### Qualifications and Experience

- Relevant administration and boarding experience related to the responsibilities required by the position.
- Intermediate ICT skills in the MS Office software and willingness to learn Boarding House specific leave and medication software – REACH.
- Strong interpersonal and negotiation skills including an open and friendly disposition with the ability to listen effectively.
- Outstanding organisational skills.
- Self-motivated and the ability to work independently as well as part of a team.
- Proven leadership capabilities, including the ability to inspire, guide and motivate others.
- Demonstrated resilience, including the ability to work under pressure and manage stress effectively.
- A high degree of confidentiality, initiative and professional judgement.
- Provide First Aid certificate or equivalent (or ability to obtain certification).
- Mental Health First Aid (or ability to obtain certification).
- Responding to Risks of Harm, Abuse and Neglect – Education and Care (or ability to obtain).
- Working with Child Check (or ability to obtain clearance).
- Maintain a current, unrestricted Driver's License (Motor Vehicle).

#### Desirable

- School or education industry experience.
- Ability to be flexible, adaptable and operate effectively in a challenging and changing environment.
- Demonstrate a welcoming and mature approach with warmth and empathy towards the needs of boarding girls.
- Establish trusted relationships with the boarding girls and their families.
- Display evidence of actively building relations within the Boarding House and the Boarding Community.
- Set a positive example of professional behaviour and presentation.
- Ensure that professional boundaries are maintained at all times.
- Ensure that confidentiality and privacy is maintained at all times in regard to student and staffing matters.

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### Conditions

- Some flexibility in regard to ad hoc out of hours' work is a required component of this role.
- Work from any other metropolitan location as required.
- The School reserves the right to modify and adjust position descriptions to meet its operational and strategic need.
- The successful applicant will be required to undergo a Working with Children Check and Responding to Risks of Harm, Abuse and Neglect Training. In addition, you are required to adhere to the School's Child Protection Policy.

### Acknowledgement:

I have received, reviewed and fully understand the position description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Signed:

Date:

Print Name: