



Head of Boarding Position Description

POSITION DETAILS			
Department	Student Services, Boarding	Enterprise Agreement	Launceston Church Grammar School (Teachers) Enterprise Agreement
Location	Senior Campus, Mowbray Heights	Remuneration	Teachers Salary Scale
Manager	Deputy Head (Students) / Head of Senior Campus	WHS Role	Workplace Health and Safety Worker
Employment Status	Contracted, full-time, residential position	Date	6 September 2019

ABOUT LAUNCESTON CHURCH GRAMMAR SCHOOL

Launceston Church Grammar School is an Anglican co-educational day and boarding community where global learners and leaders are nurtured, challenged and inspired to serve and shape our world with courage, curiosity, creativity and compassion.

GRAMMAR IDENTITY	GRAMMAR IDENTITY IN ACTION	GRAMMAR VIRTUES
<ul style="list-style-type: none"> • Global Learners and Leaders • Courageous Learners and Leaders • Curious Learners and Leaders • Creative learners and Leaders • Compassionate Learners and Leaders 	<ul style="list-style-type: none"> • Understanding, engaging and influencing our world. • Embracing challenges in our world with sincerity and justice. • Exploring and examining our world. • Discovering and designing solutions for our world. • Seeking and serving the needs of our world. 	<ul style="list-style-type: none"> • Wisdom, Gentleness, Love • Sincerity, Justice, Forgiveness • Humility, Thankfulness, Patience • Hope, Joy, Perseverance • Service, Compassion, Kindness

PURPOSE OF THE POSITION

The Head of Boarding is responsible for the overall leadership, efficient management and daily operations of the residential community to ensure the Boarding House team deliver high quality supervision and services to boarding students. This position contributes to the School's strategic objectives and operational priorities for Boarding, where pastoral care and academic progress of boarding students are key focus areas.

REPORTING RELATIONSHIPS		
<pre> graph TD DHC[Deputy Head (Students) / Head of Senior Campus Full-time] --> HOB[Head of Boarding Full-time] HOB --> SGBHA[Senior (Girls) Boarding House Assistant Part-time] HOB --> SGBHA[Senior (Boys) Boarding House Assistant Part-time] HOB --> RA[Residential Assistant / Homestay Coordinator Part-time] HOB --> ISC[International Students Coordinator Full-time (Teacher)] SGBHA --> BHA1[Boarding House Assistants X 4 Part-time] SGBHA --> BHA2[Boarding House Assistants X 4 Part-time] RA --> LA[Laundry Assistant Part-time] RA --> BD[Boarding Domestic Casual] </pre>	Direct Report	<ul style="list-style-type: none"> • Senior Boarding House Assistants • Boarding House Assistants • Residential Assistant / Homestay Supervisor • Laundry Assistant • Boarding Domestic • International Students Coordinator
	Key Relationships	<ul style="list-style-type: none"> • Headmaster • Deputy Head (Students) / Head of Senior Campus • Human Resources Manager • School Nurse • Catering Staff • Cleaning Staff • Teaching and General Staff • Students • Parents

SELECTION CRITERIA	
Qualifications, Registration and Licences	<p>Minimum Education – Bachelor’s Degree in a relevant teaching discipline.</p> <p>Teacher Registration – Tasmanian Teachers Registration Board.</p> <p>Accreditation – Australian Boarding Schools Association Duty of Care.</p> <p>Working with Vulnerable People Registration – Department of Consumer, Building and Occupational Services.</p> <p>First Aid – HLTAID004 Provide First Aid in an Education and Care Setting.</p> <p>Licence – Current driver’s licence. The ability to acquire a passenger vehicle licence is desirable.</p>
Experience	<p>Industry – Proven experience working within day school and boarding environments will be highly regarded.</p> <p>Pastoral Care – Experience in dealing with / providing pastoral care to students from Year 5 to Year 12.</p> <p>People Management – Experience in organising and managing a small team of staff.</p>

Skills	<p>Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.</p> <p>Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.</p> <p>Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.</p> <p>Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.</p> <p>Negotiation — Bringing others together and trying to reconcile differences.</p> <p>Service Orientation — Actively looking for ways to help people.</p> <p>Time Management — Managing one's own time and the time of others.</p> <p>Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.</p> <p>Communication — Communicating effectively verbally and in writing as appropriate for the needs of the audience.</p>
Personal Attributes	<p>Concern for Others — Being sensitive to others' needs and feelings and being understanding and helpful on the job.</p> <p>Adaptability/Flexibility — Being open to change (positive or negative) and to considerable variety in the workplace.</p> <p>Cooperation — Being pleasant with others on the job and displaying a good-natured, cooperative attitude.</p> <p>Integrity — Being honest and ethical.</p> <p>Leadership — A willingness to lead, take charge, and offer opinions and direction.</p> <p>Dependability — Being reliable, responsible, and dependable, and fulfilling obligations.</p> <p>Attention to Detail — Being careful about detail and thorough in completing work tasks.</p> <p>Initiative — A willingness to take on responsibilities and challenges.</p> <p>Achievement/Effort — Establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.</p> <p>Analytical Thinking — Analysing information and using logic to address work-related issues and problems.</p>

PROFESSIONAL KNOWLEDGE		
KEY RESULT AREAS	KEY TASKS	KEY PERFORMANCE INDICATORS
Customer and Personal Service	<ul style="list-style-type: none"> Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. 	<ul style="list-style-type: none"> Ensure all staff, students and community members are always treated courteously and professionally. Respond to service issues in a timely manner.
Administration and Management	<ul style="list-style-type: none"> Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources. 	<ul style="list-style-type: none"> Effective allocation of human and physical resources.
Financial Management	<ul style="list-style-type: none"> Knowledge of budgetary and financial management processes. 	<ul style="list-style-type: none"> Prepare the Boarding House annual budget and submit to the Chief Operating Officer within required timeframe.
Clerical	<ul style="list-style-type: none"> Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology. 	<ul style="list-style-type: none"> Boarding House communication is effective and professionally presented.
Psychology	<ul style="list-style-type: none"> Knowledge of human behaviour and performance; individual differences in ability, personality, and interests; learning and motivation. 	<ul style="list-style-type: none"> Responses to student behavioural issues are determined in congruence with the physical capabilities of the student concerned. Professional support is sought as required.

PROFESSIONAL PRACTICE		
KEY RESULT AREAS	KEY TASKS	KEY PERFORMANCE INDICATORS
Leadership	<ul style="list-style-type: none"> Determine strategic and operational priorities for Boarding in congruence with the School's Strategic Plan. Set the tone of the Boarding House and provide leadership for Boarding staff and students. Develop and maintain a shared set of values that underpin the activities of the Boarding House, in support of the values and expectations of the School. 	<ul style="list-style-type: none"> Evidence of contribution to the strategic and operational objectives for the Boarding House. Development and implementation of Boarding House values.

People Management	<ul style="list-style-type: none"> • Establish a service orientated culture amongst staff. • Motivate the team by communicating clear goals and performance expectations. • Establish clear lines of reporting within the Boarding House structure. • Ensure position descriptions for boarding house roles are maintained. • Recruit and induct new Boarding staff, as required. • Arrange and, where required, attend Professional Learning opportunities for Boarding staff. • Conduct Boarding staff appraisals, at regular intervals. • Conduct weekly Boarding House staff meetings. • Manage staff performance providing recognition to staff and celebrating achievement as appropriate; and addressing underperformance issues as required. 	<ul style="list-style-type: none"> • Develop clear minimum criteria for Boarding House roles. • Provide evidence of professional learning activities held for Boarding House staff. • Provide evidence of staff appraisals being performed. • Provide evidence of weekly staff meetings.
Representing and Promoting the Boarding House to the Community	<ul style="list-style-type: none"> • Actively promote the Boarding House to existing and prospective families both within and beyond Tasmania. • Conduct tours and attend information sessions, as required. • Liaise with the Registrar and Oversees Student Coordinator regarding new and existing enrolments, as required. • Attend Boarding House special events (e.g. Formal Dinners and Chapel) and events that are likely to demonstrate and/or provide support for members of the boarding community. • Promote and market homestay to prospective families. • Assist the Sony Foundation Christmas Camp Coordinator with camp requirements. 	<ul style="list-style-type: none"> • All relevant events and meetings are attended. • Develop ideas and initiatives for the promotion of the Boarding House and convey these to the School Executive. • Boarding House is represented in a knowledgeable and professional manner resulting in a high level of interest and positive feedback from both current and prospective families. • Boarding numbers are maintained at a level deemed appropriate to the Headmaster.

Pastoral Care of Boarding Students	<ul style="list-style-type: none"> • Provide pastoral care to all Boarders. • Liaise regularly with parents regarding all aspects of their boarding requirements both educationally and pastorally. • Ensure parents are provided with written reports of their Boarder's progress (as report cards) regularly throughout the year. • Liaise with parents regarding the well-being and development of their Boarders. • Manage student leadership within the Boarding House. 	<ul style="list-style-type: none"> • Plan and implement pastoral care programmes that benefit the boarding community and achieve strategic objectives. • Provide evidence of written reports being provided to parents. • Proactively respond to issues impacting students and the boarding community. • Review student survey results to ensure students are enjoying their time in boarding.
Boarding House Operations	<ul style="list-style-type: none"> • Oversee every aspect of boarding life including pastoral care, routines, rosters, staff responsibilities, staff and student behaviour management, building maintenance, catering, staff and student leave, and special events. • Process and manage student weekend leave requests on a weekly basis. • Manage staff and student disciplinary matters as required. • Manage the Boarding House budget. • Regularly liaise with Health Centre, Catering, Property and Residential Coordination staff. • Manage student and parent grievances in consultation with the School's Executive as required. • Implement and maintain documented policies and procedures for the Boarding House. • Meet international students on arrival in conjunction with the Residential / Homestay Coordinator and the International Students Coordinator. • Monitor and respond to correspondence from Boarding staff, as required. • Transport students to the airport, bus terminals and medical appointments, as required. 	<ul style="list-style-type: none"> • Staff rosters are developed in advance and distributed in a timely manner. • Concerns with property, security and cleanliness are reported to Property staff for action. • Provide evidence of continuous operational improvement within the Boarding House, to the Deputy Head (Students) / Head of Senior Campus. • Evidence of issues raised by Boarding staff having been addressed and actioned as appropriate. • School and Boarding House policies are observed.

	<ul style="list-style-type: none"> Coordinate Boarding House requirements for special events including Boarding taster nights, Valedictory Day / Night, Formal Dinners, Grade 12 Boarder / Parent Dinner, Closed Weekends etc 	
Boarding House Supervision and Teaching Load	<p>Work in conjunction with the Boarding House staff to ensure the welfare and happiness of students and adults within the boarding community to supervise, monitor and respond to supervising staff and emergencies.</p> <p>Teaching Load:</p> <ul style="list-style-type: none"> Undertake classroom and other teaching duties as negotiated. 	<ul style="list-style-type: none"> Emergencies are responded to in a timely manner. Students are appropriately supervised and aware of behavioural expectations to ensure health, safety and wellbeing requirements are maintained. Monitor student attendance at Boarding House events and activities. Student rooms and dorms are safe, tidy and clean.
Workplace Health and Safety	<ul style="list-style-type: none"> Provide a safe, happy and balanced living environment for all Boarders and Staff under the School's supervision. Act as the after-hours Chief Fire Warden for the School (also the day school as required). 	<ul style="list-style-type: none"> Students and staff are not exposed to unnecessary risk of harm.

PROFESSIONAL ENGAGEMENT		
KEY RESULT AREAS	KEY TASKS	KEY PERFORMANCE INDICATORS
Engage in Professional Learning	<ul style="list-style-type: none"> Participate in learning to update knowledge and practice, targeted to professional needs and school and/or system priorities. Contribute to collegial discussions and apply constructive feedback from colleagues to improve professional knowledge and practice. Undertake professional learning programmes as required. 	<ul style="list-style-type: none"> Active participation in professional development opportunities delivered in and/or outside the School. Provide evidence of participating in and contributing to Boarding House Team meetings
Engage Professionally with Colleagues and the Community	<ul style="list-style-type: none"> Understand the implications of and comply with relevant legislative, administrative, organisational and professional requirements, policies and processes. 	<ul style="list-style-type: none"> Abide by all Launceston Church Grammar School policy and procedures. Display appropriate electronic etiquette.

	<ul style="list-style-type: none"> Establish and maintain respectful collaborative relationships with colleagues, students, parents and the community. 	
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PROFESSIONAL BEHAVIOUR		
KEY RESULT AREAS	KEY TASKS	KEY PERFORMANCE INDICATORS
Child Safety	<ul style="list-style-type: none"> Be aware of, understand and comply with the principles of the Child Safe Standards. Ensure adherence to the School's Child Protection Policy, including the Child Safe Standards, and demonstrate behaviours in accordance with these. Complete Child Protection training upon commencement at the School, and as required from there on in. Take all reasonable steps to protect students from abuse. Report any reasonable belief that a child's safety is at risk as per school policies and procedures. Be committed to providing a safe physical and emotional environment where students are respected and treated with dignity in an appropriate professional and caring manner. 	<ul style="list-style-type: none"> All Launceston Church Grammar School policy compliance is met.
Work Safely	<ul style="list-style-type: none"> Ensure you behave in a way that is safe and appropriate in all situations. Undertake any training as required for the effective performance of your duties. Follow Launceston Church Grammar School Workplace Health and Safety policy and procedures. Report any hazards, accident and incidents. 	<ul style="list-style-type: none"> Student and staff safety are maximised. Students and staff are not exposed to unnecessary risk of harm. All Launceston Church Grammar School policy compliance is met.

As the needs of the School change, other duties and responsibilities as reasonably required by the Deputy Head (Students) / Head of Senior Campus, may be allocated.

CONDITIONS OF EMPLOYMENT	
Employment Legislation	<p>This position is initially appointed on a contract for a period of three years renewable on the completion of a successful comprehensive Performance Appraisal during the life of the contract.</p> <p>Specific conditions of employment are derived from the Fair Work Act, the Educational Services (Teachers) Award, the Launceston Church Grammar School (Teachers) Enterprise Agreement, Launceston Church Grammar School policies and procedures. Copies of these documents are available from the following websites:</p> <p>Fair Work Act http://www.austlii.edu.au/au/legis/cth/consol_act/fwa2009114/</p> <p>Educational Services (Teachers) Award 2010 – MA000077 https://www.fwc.gov.au/documents/documents/modern_awards/award/MA000077/default.htm</p> <p>Launceston Church Grammar School (Teachers) Enterprise Agreement https://www.fwc.gov.au/documents/documents/agreements/fwa/ae415876.pdf</p>
Remuneration	<p>Wages are based on the teaching salary scale as provided for in Enterprise Agreement. Qualifications and teaching experience are used to determine the salary step on the scale.</p>
Teaching Load	<p>It is expected that the successful candidate will undertake a teaching load in conjunction with the Head of Boarding role. The minimum expectation is 0.3 FTE teaching. This will be negotiated with the successful candidate.</p>
Working with Vulnerable People Registration	<p>In accordance with the provisions of the <i>Working with Vulnerable People Act 2013 (Tasmania)</i>, all Launceston Church Grammar School employees are required to register to work with vulnerable people. This registration is commonly referred to as the Working with Children Check. Registration is issued by the Department of Consumer, Building and Occupational services; please refer to https://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people for further information.</p> <p>Registration is valid for three years. Employees are responsible for the cost of registration. At the commencement of employment and every three years thereafter, employees must supply the Human Resources Department with a copy of their registration details or complete a Registration to Work with Vulnerable People Statutory Declaration until their registration application has been processed. Failure to obtain and / or maintain registration may result in termination of employment.</p>

First Aid	<p>All Launceston Church Grammar School employees are required to hold the HLTAID004 – Provide First Aid in an Education and Care Setting qualification.</p> <p>Employees are responsible for initial cost of this qualification. The School provides for the 3 yearly re-certification of this qualification, following commencement of employment.</p>
Teacher Registration	<p>Tasmanian Teacher Registration must be complete before a teacher commences at Launceston Church Grammar School.</p>
Travel	<p>This position is based at the Senior Campus in Mowbray, however the need to travel both locally and interstate may arise.</p>
Workplace Health and Safety	<p>As an employee of Launceston Church Grammar School, while at work you must:</p> <ul style="list-style-type: none"> • Take reasonable care for your own health and safety; and • Take reasonable care that your acts or omissions do not adversely affect the health and safety of others; and • Comply, so far as you are reasonably able to, with reasonable instruction provided by the School; and • Co-operate with reasonable policy and procedure relating to health and safety at the workplace that has been notified to staff by the School. <p>Specific terms of reference can be found in Clause 28 the Work Health and Safety Act 2012 (Tasmania).</p>