

TITLE	Head of Girls Boarding
EMPLOYMENT STATUS	Part time, Minimum of two afternoons/nights per week and the equivalent of two weekend duties during School Term time
DEPARTMENT	Boarding
ENTERPRISE AGREEMENT	Launceston Church Grammar School (General Staff) Enterprise Agreement
EA CLASSIFICATION	Boarding Supervision Services Grade 3, Level 4.1
REPORTS TO	Head of Boarding
REPORTS	Boarding House Assistants / Tutors
LOCATION	Senior Campus – Boarding House

About boarding

The Boarders come from several different backgrounds and regions. Approximately two thirds of the Boarders are residents in Tasmania. In recent years Boarders have come from most regions of Tasmania, as well as the Bass Strait islands. The School's overseas Boarders come from both expatriate Australian families, as well as from a range of international countries.

Scope of position

The Head of Girls Boarding works closely with the Head of Boarding in supporting the efficient management and daily operations of the Schools Boarding House, ensuring the Boarding House team delivers high-quality supervision and services to boarding students. This position performs rostered supervisory duties to oversee the health, safety, behaviour, and general wellbeing of the School's boarders. An important aspect of this role is leading a small team to contribute to the wellbeing and personal development of each boarder by proactively developing and overseeing a program of engaging and enriching experiences.

Duties and Responsibilities

STUDENT ASSISTANCE

- Be on duty as senior member of staff a minimum two afternoons/nights per week and the equivalent of two weekend duties during School Term time to coordinate and support all Boarders (including active supervision, running of pre-dinner meeting, planning and facilitation of outings, overseeing dinner, travel and leave arrangements, management of any issues that arise in either house, on-call duty).
- Provide a safe, happy and balanced living environment for all Boarders and Staff under the School's supervision. Ensuring appropriate boarder development and social, emotional, spiritual, intellectual, and physical wellbeing needs are provided.
- Proactively contribute to a culture of safety, through the provision of strong health and safety policies and practices, incident reporting and risk mitigation. Ensure the Duty of Care to all boarders and staff is always maintained.
- Ensure appropriate routines are maintained in the Boarding House, to support the academic and wellbeing outcomes for all boarders, including maintaining a sound study environment.
- Maintain consistent and fair practices of discipline that are conducive to create a home-like environment and in keeping with the ethos of Launceston Church Grammar School. Maintaining high standards with respect to discipline, dress, and general behaviour of boarders.
- Always ensure appropriate supervision of boarders in accordance with Boarding house policies and procedures, including during mealtimes and planned activities.
- Support boarders' emotional wellbeing by intervening to support, listen and report any concerns to the Heads of Boarding.
- Process leave in line with school policy and in consultation with Heads of Boarding.
- Assist with Emergency Evacuation as required.

- Coordinate and lead initiatives to foster boarder leadership opportunities and development within the Boarding House.
- Oversee the management of all aspects of hygiene on both an individual and a Boarding House basis.
- Ensure appropriate medical assistance is provided to boarders in consultation with School Nurse and in accordance with Boarding House policies and procedures, including the administration of medication and first aid, as required.

ACTIVITIES SUPPORT /PARENT SUPPORT

- Develop and oversee a program of regular quality activities, experiences and events for Boarding students that caters for a wide variety of interests, promoting activities to encourage boarders to maximise their health and wellbeing potential, engage with Head of Sporting Programs and Head of Outdoor Education.
- Support the Head of Boarding to ensure parents are provided with written reports of their Boarder's progress regularly throughout the year.
- Develop and implement nurturing practices in the boarding house by creating initiatives and developing support programs for Boarders.

ACADEMIC

- Provide academic tutoring and learning support for Boarders.
- Engage with Learning Enrichment for students requiring further extension and support.
- Proactively monitor and oversee the academic progress of Boarder.
- Maintain regular communication with parents about their children's boarding requirements both academically and overall wellbeing.

ROSTER

- Manage the roster for all staffing requirements to ensure appropriate cover and academic/activities performed, ensuring appropriate coverage at all times.
- Maintain a strong, relevant and visible presence in the Boarding Houses.
- Duty two afternoons/nights per week and the equivalent of two weekend duties during School Term time to coordinate and support all Boarders (including active supervision, running of pre-dinner meeting, planning and facilitation of outings, overseeing dinner, travel and leave arrangements, management of any issues that arise in either house, on call duty).
- Reside on campus, or live within a 5km of the School, otherwise required to stay overnight when on duty.
- Cover periods of illness or emergency as required, outside of rostered hours.

MEETINGS/REQUIRED ATTENDANCE

- Compulsory attendance at Senior Boarding House staff meetings and all staff meetings to discuss all aspects of life in the Boarding House, and liaising with Head of Boarding on issues as they arise.
- Attendance at House meetings, dorm outings, and formal events.
- Required to be on-site or within a 5km distance from the Boarding House overnight on allocated duty days and duty weekends.
- Conduct Boarding House meetings and liaise with Head of Boarding on issues as they arise
- Attend formal events and chapel services throughout the year.
- Any other duties as required by Manager.

Key Selection Criteria

- Tertiary qualifications in education, outdoor education, nursing, youth work, management or other related field (desirable)
- Experience in similar position such as Deputy Head of Boarding or similar.
- Previous leadership experience in similar position or experience leading team within an educational setting.
- Proven experience working within day school and boarding environments and/or residential care experience that demonstrates a strong understanding of adolescent child development.
- Strong experience in dealing with children and / or young adults.
- Level 2 or 3 Accredited Boarding Practitioner (ABSA) (desirable)



- **Working with Vulnerable People Registration** – Department of Consumer, Building and Occupational Services.
- **National Police History Record Check** – Tasmania Police
- **Driver's Licence** – A current (open) driver's licence is desirable.
- **Mental Health First Aid** – a willingness to obtain
- **PPV Driver's Licence** – To be obtained prior to commencing first drive with students.
- HLTAID012 – **Provide First Aid in an Education and Care Setting.**
- **Bronze Medallion Qualification** including, HLTAID009 Provide Cardiopulmonary Resuscitation & SISCAQU002 Perform Basic Water Rescues (Willingness to obtain)

WORKPLACE HEALTH AND SAFETY (WHS) – WORKER

While at work, a worker must:

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the School to allow the person to comply with this Act
- cooperate with any reasonable policy or procedure of the School relating to health or safety at the workplace that has been notified to workers.

Safeguarding Children and Young People

Launceston Church Grammar School is an Australian Childhood Foundation Accredited School and we take the safeguarding of children and young people seriously.

- Ensure all Launceston Church Grammar School policy compliance is met;
- Ensure that your interactions with children and young people are positive and safe;
- Provide adequate care and supervision of children and young people in your charge;
- Act as a positive role model for children and young people;
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management,
- Maintain valid working with vulnerable people registration; and
- Report to management any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

Attitudes and personal qualities

- Ability to work collaboratively, and a strong team player
- Flexible, responsive and creative with an innovative mindset
- Heart for the wellbeing of young people - an empathetic/nurturing approach to supporting them.
- Deep commitment to student wellbeing, ensuring
- Exemplify kindness, resilience, and integrity
- Positive, optimistic outlook
- Quick thinker and a problem solver
- Sense of fun, enthusiasm and a "can do" attitude

Equal Opportunity - Gender Exemption

In accordance with Section 27(1)(c) of the Anti-Discrimination Act 1998 Tasmania; a person may discriminate against another person on the ground of gender in employment if it is for the purpose of the residential care of persons under the age of 18 years.

Consequently, Launceston Church Grammar School may discriminate in the employment of male only applicants to work and reside in the Boys' Boarding House and female only applicants to work and reside in the Girls' Boarding House.

A copy of the Anti-Discrimination Act 1998 Tasmania can be found at -

<https://www.legislation.tas.gov.au/view/html/inforce/current/act-1998-046#GS27@EN>