

ASSISTANT HEAD OF BOARDING - POSITION DESCRIPTION

Whitsunday Anglican School is devoted to providing for students in a caring environment, a first class education aimed at developing their best qualities, broadening their horizons, preparing them for the ever-changing demands of a career, and equipping them to meet and enjoy the challenges of life in the twenty-first century.

The major functions of the School Board are the appointment of the Principal, the fixing of the annual budget and the fixing of school policy. The day to day running of the school is the responsibility of the Principal acting in the role of Chief Executive Officer. It is self-evident that all staff are responsible for carrying out their duties.

In performing their duties, all members of staff are expected to:

- Promote and foster the effectiveness of the School
- Reflect and nurture the vision of the School in the course of their work
- Demonstrate commitment to Christian leadership through vision, service and example
- Motivate and energise staff, students and parents by fostering quality relationships and community development through dynamic and collaborative leadership
- Provide effective leadership through the use of well-developed conflict resolution and negotiation skills
- Promote the need for integrity, confidentiality and professionalism at all times and lead by example.
- Maintain professional competence and current knowledge in educational trends.
- Consistently demonstrate commitment to the school core values of Christianity, Tolerance, Excellence, Dignity and Trust.
- Demonstrate loyalty, confidentiality and support for the Principal and the School at all times.

Position: ASSISTANT HEAD OF BOARDING

Reports to: HEAD OF BOARDING

SCHOOL'S VISION STATEMENT: Learning through Love, Living by Faith, Leading with Service.

SCHOOL'S MISSION STATEMENT: Within a framework of Christian values provide an engaging and supportive learning experience that achieves the best outcome for the individual.

The Role of the Assistant Head of Boarding

The Assistant Head of Boarding must adopt a leadership and management style that is 'hands on' and which establishes a physical presence in the boarding house. Communication is an extremely important aspect of the role and so the Assistant Head of Boarding must be accessible for contact by all members of the boarding community - boarding students, the parents, the Principal, appropriate members of the ELT, Heads of House/Faculty, tutors/classroom teachers and the boarding house or residential staff. Responsibility for the Boarding House operations and welfare does lie with the Head of Boarding, though in his/her absence, the Assistant Head will act as the primary contact.

Accountabilities

- In the absence of the Head of Boarding, the Assistant Head of boarding will be responsible for all Boarding operations and people welfare requirements.
- Communicate and update the Head of Boarding on all boarding issues of significance.
- Encourage high ethical standards and Christian values in the boarding students.
- Fulfil responsibilities outlined in the School's Child Protection Policy.
- Assist the Head of Boarding in maintaining the general security and safety of Booth House.
- Assist the Head of Boarding to monitor the arrival and departure of boarding students during key periods (e.g. Friday departures and Sunday arrivals).
- Supervise and co-ordinator breakfast, lunch, evening meal and support for boarding students.
- Supervise shifts, meals, prep and lights out procedures.
- Participate in the Boarding Staff duty, Activity programs and KIT rosters.
- Assist the Head of Boarding in communicating weekend boarder leave and transportation schedules.
- Assist the Head of Boarding in ensuring that VORs and risk assessments are completed and accurate.
- Assist in the medical care of the boarders, through liaison with the Head of Boarding. Administer immediate first-aid if appropriate.
- Assist the Head of Boarding in monitoring the performance of boarding staff.
- Report to the Head of Boarding, breaches of School and Booth House rules by boarders.
- Assist the Head of Boarding in running the major events of each term – dances, dinners, special events, boarders' camping and end of term break-ups.
- Monitor overall boarder behaviour, dress and demeanour.
- Liaise with the parents and teachers of boarders.
- Attend regular meetings with the Head of Boarding and boarding staff.
- Perform all aspects of classroom teaching duties (ie delivery, assessment and reporting standard consistent with that expected of a PAR appointment).
- Adhere to Workplace, Health and Safety policies and procedures.
- Assume the responsibilities of the Head of Boarding, in the Head of Boarding's absence.
- Assist the Head of Boarding to track academic outcomes of boarders.
- Assist the School marketing team in the marketing and promotion of the boarding house.

All staff at Whitsunday Anglican School are to:

1. DUTY OF CARE:

- Be responsible for and supervise matters relating to Risk Management within the area of responsibility as detailed in the Safety Management System. This includes ensuring staff are operating in accordance with School policy in this area and that appropriate evaluation processes are in place and operative.
- Act as an appropriate role model for students and staff.

- Actively support the School Code of Behaviour and Rules and insist on acceptable standards of behaviour in students and staff.
- Encourage students and staff to take responsibility for their own actions and make them aware of the need to show respect for others in interpersonal relationships.
- Know and implement Emergency and Accident procedures.
- Follow Workplace, Health and Safety procedures.
- Report irresponsible or improper behaviour to the relevant manager or Head, indicating what action you took.
- Report student or staff problems (academic/work related/personal) to the relevant manager or Head, indicating what action you took.
- Report continuing or significant behavioural problems and academic or work related problems to the relevant manager or Head at the earliest opportunity.
- Be punctual to work and work related commitments.

2. PASTORAL CARE:

Provide supportive and effective Pastoral Care by:

- Insisting on just actions and encouraging gentleness, kindness and integrity in interpersonal relationships.
- Encouraging students and staff to use pastoral care and personal development opportunities provided.
- Reporting students' and staff needs promptly to the relevant manager or Head.
- Ensuring that the School environment remains clean and pleasant.
- Participating in the holistic life of the School.

3. CLASSROOM / CURRICULUM:

Provide dynamic, flexible and effective instruction in the classroom to students to ensure high quality learning by:

- Teaching the timetable of classes allocated.
- Noting and reporting absent students.
- Supervising other classes as required.
- Striving for good teacher practice.
- Being innovative where appropriate.
- Using technology as a tool for teaching.
- Catering for individual differences (in ability, personality and need) in students.
- Catering for different learning styles.
- Giving students regular feedback (oral and written) on academic performance and behaviour.
- Keeping abreast of changes in your discipline/s methodology and assessment procedures for evaluation and measurement.
- Following School policy in relation to academic matters, including assignments and testing the work programmes, and QCAA and government requirements.
- Attending professional development activities to improve teaching and pastoral skills and knowledge.
- Providing reports to parents at meetings, interviews and in writing as required.
- Participate in the Whitsunday Anglican Outdoor Education Program.
- HATS involvement.

4. **GENERAL**

Demonstrate support for the School's philosophy, policies and procedures, core values and commitment to the Anglican ethos by:

- Ensuring daily behaviour reflects the School's ethos and values.
- Fulfilling responsibilities outlined in the School's Child Protection Policy.
- Ensuring records of communication are maintained and provided to other relevant staff members as required.
- Communicating effectively with all teaching staff, parents, students and all other staff.
- Playing an active role in supporting the cleanliness and safety of the school site.
- Encouraging cooperative parent contact and fostering positive community attitudes toward the School.
- Following safe working procedures developed for the School.
- Completing an Incident Report Form through the School's system, for all incidents that occur.
- Reporting any Workplace Health and Safety concerns or hazards immediately to the Workplace Health and Safety Officer.
- Co-curricular involvement.
- Responsible fulfilment of Hours of Duty.
- Maintaining loyalty, confidentiality and support for the Principal and the School at all times.

Other duties as may be required from time to time

- Given the dynamic environment in which the School exists, the Principal reserves the right to alter the position description at any time to reflect emerging priorities and needs. Every effort will be made to consult regarding such alterations.