



DIRECTOR OF BOARDING

Position Description

The role description of the Director of Boarding involves both dormitory supervision and administrative duties.

The Director of Boarding is directly accountable to the Principal for the overall management of the Boarding House.

While routine matters are delegated to Dormitory Supervisors, it is the responsibility of the Director of Boarding to ensure that the overall program of pastoral care, study, supervision, co-curricular activities and discipline for the boarding community operates efficiently.

The Director of Boarding has the following delegated responsibilities:

Staff Development

- 1) To facilitate a team approach among boarding staff focused on walking gently yet firmly with young people.
- 2) To meet regularly and formally with each member of the Boarding staff to ascertain how things are going.
- 3) To ensure that all members of the boarding staff participate in an appropriate form of 'Appraisal' annually.
- 4) To facilitate the provision for a relevant 'In-service' program for Boarding Supervisors, when appropriate - especially at the commencement of each term and the last week of the school year.
- 5) To actively promote a spirit of partnership with parents by contacting families on a regular basis to ascertain how they see the overall operation of the Boarding House.

Administrative matters

- 1) To oversee the preparation and continual updating of the Boarding House Handbook, as well as the Handbooks for boarders and their parents.
- 2) To prepare and maintain boarding staff rosters.
- 3) To guide new or inexperienced Boarding staff.
- 4) To be available to the parents of present and prospective boarders.
- 5) To liaise with the College Registrar in the co-ordination of 'prospective boarder' interviews.
- 6) To assist in the initial preparation of the Boarding budget through the provision of a prioritised recurrent and / or capital needs.
- 7) To assist the Principal in the interviewing of prospective boarding staff.
- 8) To regularly monitor the Boarding House Routine in areas such as the Infirmary, the dining rooms, etc.

Regular meetings

- 1) To prepare for, and chair, the fortnightly meetings of Boarding House staff, and furnish the Principal with minutes within two days of the meeting being held.
- 2) To liaise closely with the Business Manager, the Infirmary staff and when necessary the Principal, in matters relating to catering, maintenance, laundry, nursing and security.
- 3) To meet once a term with the total boarding community to enhance a spirit of community, thank them for what has been done well, and challenging / inviting them to be responsible citizens and good Christians.
- 4) To notify the appropriate authority of any special arrangements or alterations to the daily timetable involving boarders or boarding staff.
- 5) To maintain regular contact with the Year Level Co-ordinators as to behaviour and the completion of work requirements, and respond appropriately.
- 6) To liaise with the Director of Welfare about matters pertaining to welfare issues and, if necessary, external referrals.

Dormitory Supervision

- 1) The Director of Boarding, as a member of the Boarding staff, is required to be actively involved in the supervision of the dormitory. The minimum dormitory supervision requirement is that of a relieving Supervisor.

Counselling

- 1) Identification of 'boarders at risk', clearly articulating the concerns and working with them on a one-to-one basis and when appropriate informing the Principal, where necessary.
- 2) Being available to students, staff and parents.

Formal Accountability

- 1) To meet with the Principal once every fourteen days (minimum).
- 2) To provide the Principal with a formal report incorporating all aspects of the Boarding House.

Other

- 1) Any other duties as directed by the Principal.

Reviewed: 11th November 2008