



LA SALLE COLLEGE

ROLE DESCRIPTION

Head of Boarding

ACCOUNTABLE TO:	The Principal
EMPLOYMENT CONDITIONS:	The Roman Catholic Archbishop of Perth Non Teaching Staff Enterprise Bargaining Agreement 2014
LEVEL / STEP:	According to experience and qualifications
COMMENCEMENT:	1 January 2023
TENURE:	5 Year Fixed Term

LA SALLE COLLEGE MISSION

In keeping with the tradition begun by John Baptist de La Salle, La Salle College is committed to providing a quality education for the whole person within a Catholic community. The foundations upon which our College is built are:

- A strong sense of community
- A rich pastoral care system
- A nurturing spiritual environment
- A commitment to excellence

ROLE OUTLINE

The Head of Boarding is responsible for the overall effective management of the Boarding House and ensuring that a safe and nurturing environment is provided to our residential students. All of our boarding students are of Aboriginal or Torres Strait Islander (Aboriginal) descent from remote communities.

The Head of Boarding understands that imparting valuable life skills and preparing young people to participate and achieve in our ever-changing world is central to a well-rounded education and works closely with Boarding House Parents and students to achieve this.

The Head of Boarding builds the capacity of their team and seeks to innovate and implement positive change in the Boarding House by working strategically, actively contributing to policy, and creating opportunities for others to think innovatively.

In being both proactive and responsive to changes in the College's operating environment, the Principal may, from time to time, require the performance of other duties.

KEY ACCOUNTABILITIES

1.0 CATHOLIC IDENTITY AND MISSION

- 1.1 Gives personal witness to Catholic values in their day-to-day duties and engages students, staff and the community in the mission of the College as a Catholic school
- 1.2 Provides exemplary Christian and professional leadership for all members of the La Salle College Community
- 1.3 Actively leads prayer and works to promote the charism of Saint John Baptist de La Salle and the mission and life of the Catholic Church within Boarding
- 1.4 Promotes and supports community outreach programs and social justice initiatives underpinned by Catholic Social Teaching
- 1.5 Ensures that Boarding programs, policies, and procedures reflect social justice principles and practices
- 1.6 Seeks or maintains the appropriate Accreditation consistent with Catholic Education Commission Western Australia (CECWA) policy
- 1.7 Provides exemplary Christian and professional leadership for all members of the La Salle College Community

2.0 PASTORAL CARE OF STUDENTS

- 2.1 Cares for and supervises the students residing in the Boarding House and ensures that students are safe and that their wellbeing is always the first priority
- 2.2 Proactively communicate with families in a timely manner regarding pastoral matters
- 2.3 Maintain the confidentiality of delicate or sensitive information at all times
- 2.4 Ensure that appropriate spiritual, social and recreation opportunities are provided for students who live in residence
- 2.5 Builds and maintains appropriate and positive relationships with students to ensure cooperation between students and staff members
- 2.6 Develops and communicates fair and appropriate behavioural boundaries for students
- 2.7 Maintains and supports house expectations in a consistent manner, i.e. collection of phones, lights out policies
- 2.8 Keeps the Principal informed of relevant issues pertaining to the welfare and progress of the boarders

3.0 BUILDING THE CAPACITY OF SELF AND OTHERS

- 3.1 Develops and maintains a cohesive, efficient, high performing and professional team
- 3.2 Provides effective orientation and training for new staff in particular around child safety
- 3.3 Supports and mentors team members to manage priorities, workloads, planning, expectations and performance
- 3.4 Coordinates staff roster and directs Boarding staff duties to support the effective running of the Boarding House
- 3.5 Effectively communicates with team members, and conducts regular team meetings, to ensure the continued achievement of Boarding goals, aligned with the Boarding Strategic Plan

- 3.6 Maintains a high level of awareness of the current best practice for School Boarding programs through research, professional reading and engaging with external networks
- 3.7 Maintains a Professional Growth Plan that includes strategies for skilling in the various accountabilities of the role description and supports professional development goals and career path planning

4.0 MANAGEMENT WITHIN THE COLLEGE

- 4.1 Identify, evaluate and manage risk within the scope of this role
- 4.2 Oversees the effective implementation of boarding policy, routine and daily organisation
- 4.3 Ensure each direct report is clearly aware of their position responsibilities and the College's expectations
- 4.4 Supports the enrolment process for students, including annual travel to Community to meet with current and prospective students and families
- 4.5 Oversees the coordinates student travel arrangements
- 4.6 Develops and maintains strong working relationship with catering staff to ensure for the quality provision of hospitality and catering services within the Boarding House
- 4.7 Works closely with the Administrative Officer - Boarding and Student Wellness to ensure the provision of quality health care services to students
- 4.8 Exercises appropriate stewardship of College resources including preparation and management of Boarding budget
- 4.9 Serves on nominated committees and working parties

5.0 INNOVATION AND STRATEGIC MANAGEMENT

- 5.1 Supports the Principal to meet the strategic objectives of the College through effective strategic planning and coordination of boarding activities
- 5.2 Ensures compliance with all relevant legislative, regulatory obligations, College policies and procedures
- 5.3 Assist in the development of policy in relation to risk management and compliance in Boarding
- 5.4 Develops and oversees the implementation of a varied and comprehensive recreation program
- 5.5 Initiates, organises, implements and evaluates programmes for Boarders
- 5.6 Develops and maintains a cohesive, efficient, high performing and professional team
- 5.7 Encourages, challenges, supports and acts as a mentor to staff within Boarding
- 5.8 Completes administrative and operational activities in alignment with College requirements

6.0 ENGAGING AND WORKING WITH THE COMMUNITY

- 6.1 Builds and maintains strong working partnerships with College staff, Swanleigh staff, Community, parents and the wider community
- 6.2 Builds and maintains strong working partnerships with students, staff, parents and the wider community focused on student achievement, wellbeing, safety and resilience through structured, effective communication and consultation

- 6.3 Understands the broader community within which the College and Boarding resides and is aware of the cultural, social and political characteristics that inform the needs of students, families and carers and the challenges they face
- 6.4 Contributes to the development of a College environment that is welcoming, hospitable, life-giving and just
- 6.5 Actively support the Catholic ethos and values of the College
- 6.6 Actively promote the College's evangelising mission through its life and curriculum

SELECTION CRITERIA

The individual appointed to the position of Head of Boarding must:

- Be an active member of the Catholic Church and be free from any impediment to full acceptance by the Church
- Significant leadership experience in a residential care setting
- Relevant tertiary qualifications in human services or education discipline
- Experience in managing a successful boarding house or similar setting
- Experience in managing staff and facilitating a team culture
- Enjoy and have experience working with young people or appropriate training and commitment to working with young people
- Awareness of and sensitivity to the spiritual and social needs of the Aboriginal Culture
- Possess a high level of interpersonal and communication skills
- Ability to problem solve and be flexible
- Hold and maintain a current Senior First Aid certificate
- Hold and maintain a driver's licence with 'F' endorsement or be willing to obtain the 'F' endorsement
- Hold and maintain a Working with Children Check and Nationally Coordinated Criminal History Check
- Have or working toward completion of appropriate Accreditation in a Catholic School

DOCUMENT CONTROL

Version: 1.0 Reviewed: Jul 2021 Next Review: Jul 2022 Reviewed By: HR