



LA SALLE COLLEGE ROLE DESCRIPTION

Boarding Manager

ACCOUNTABLE TO:	Head of Boarding
EMPLOYMENT CONDITIONS:	Contract of Employment
LEVEL / STEP:	\$90,000 to \$120,000

OUR FAITH AND LASALLIAN VALUES

Faith | Excellence | Service

As a College staff, we've been given the gift of nurturing the young minds and hearts of our students and helping them realise their value, individuality and the positive impact they can have on the lives of others. The teachings and values of Christ underpins everything we do, who we are, what we stand for and the actions we take.

Through our programs, teachings, behaviours and actions, we encourage our College community to discover more about the Catholic faith and inspire them to realise their best self and live not by their fears but by their hopes, not by their words but by their deeds.

ROLE OUTLINE

The Boarding Manager is responsible for the day-to-day management of the Boarding House to support a safe and nurturing environment for our residential students. All our boarding students are of Aboriginal or Torres Strait Islander (Aboriginal) descent from remote communities.

The Boarding Manager works closely with the Head of Boarding and Boarding House Parents to:

- Maintain the boarding house in good working order
- Support student fulfilment of daily routines and in meeting the expectations of the boarding house
- Build strong relationships with families and Community
- Manage boarding resources effectively
- Provide opportunities for our young people through activities and events
- Addressing student health and safety concerns
- Effectively communicate with college leadership and families

Within the role, the Boarding Manager will undertake shifts at the boarding house 5 days per week including one day per weekend. The Boarding Manager acts as the first point of escalation for Boarding House Parents and will be on call whilst students are in residence.

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 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 Ensures that Boarding programs, policies, and procedures reflect social justice principles and practices
- 1.5 Actively support the Catholic ethos and values of the College
- 1.6 Seeks or maintains the appropriate Accreditation

2.0 PASTORAL CARE OF STUDENTS

- 2.1 Cares for and supervises residential students to ensure their safety and wellbeing are the priority
- 2.2 Builds and maintains appropriate and positive relationships with students to ensure cooperation between students and staff members
- 2.3 Acts as the first point of contact for families and provides regular feedback to families on both positive and inappropriate behaviours
- 2.4 Maintains and supports house expectations in a consistent manner, i.e. collection of phones, lights out policies
- 2.5 Promotes a high standard of student behaviour, manages student behaviour in accordance with the college procedures seeks input from staff to develop informed decision-making and seeks to moderate unacceptable behaviours through behaviour contracts and restorative practices
- 2.6 Provides residential students with appropriate spiritual, social and recreation opportunities
- 2.7 Acts as a professional and positive role model to residential students in dress, attitude, communication, lived faith and work ethic
- 2.8 Creates and maintains a culturally safe environment in which the language, community and culture of each student are celebrated
- 2.9 Develops and communicates fair and appropriate behavioural boundaries for residential students
- 2.10 Supports residential students in understanding boarding rules, encourages students in making good decisions and assists students in reducing poor behavioural decisions
- 2.11 Reports on issues relating to student wellbeing and child safety, including adherence of Boarding House Parents to CEWA Child Protection Procedures and Mandatory Reporting requirements
- 2.12 Oversees student banking to ensure financial transparency over student monies and appropriate student access

3.0 MANAGEMENT OF BOARDING HOUSE

- 3.1 Manages the daily operations of the Boarding House including rosters, daily routines, sports and after-school, weekend activities program and travel arrangements for students
- 3.2 Develops and maintains a cohesive, efficient, high performing and professional team
- 3.3 Provides effective orientation and training for new staff in particular around child safety,

- behaviour management and work, health and safety
- 3.4 Supports and mentors team members to manage priorities, workloads, planning, expectations and performance
 - 3.5 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
 - 3.6 Ensure each direct report is clearly aware of their position responsibilities and the College's expectations
 - 3.7 Oversees catering for students and boarding staff, including liaison with the Chef, planning of the menu and planning for boarding special events
 - 3.8 Supports and mentors team members to manage priorities, workloads, planning, expectations and performance
 - 3.9 Is contactable during school terms for emergency response and can provide 24-hour response to emergencies such as illness, emergency evacuation, urgent or sensitive calls from parents
 - 3.10 Plans, develops and delivers a regular program of after-school and weekend activities to enrich the personal, social and cultural development of students
 - 3.11 Coordinates the sporting programs including registering students, ensuring students have required uniforms and equipment and coordinating transport to and from matches and practice with the assistance of staff
 - 3.12 Oversees the cleaning of the Boarding House and monitors both general and specific cleaning requirements so that a high standard of presentation is maintained daily, at the end of the Term and the end of the year
 - 3.13 Maintains the Boarding House in good working condition
 - 3.14 As required travels to and from Community with students

4.0 COMPLIANCE

- 4.1 Identify, evaluate and manage risk within the scope of this role
- 4.2 Maintains a high level of awareness of the current best practice for School Boarding programs through research, professional reading and engaging with external networks
- 4.3 Develops and implements practices to align with the National Boarding Standards
- 4.4 Ensures appropriate risk assessments and supervision are in place for all activities and events that residential students attend
- 4.5 Maintains accurate and up-to-date records for students in compliance with confidentiality and privacy requirements
- 4.6 Maintains confidentiality at all times
- 4.7 Maintains a current understanding of Emergency Policies and Procedures, ensuring staff have the training and knowledge to implement if necessary

- 4.8 Maintains a safe and healthy environment for staff, students and visitors that complies with the provisions of the relevant workplace health and safety legislation
- 4.9 Act as Occupational Health and Safety Officer including conducting safety inductions, monitoring and reporting on accidents and incidents
- 4.10 Oversees the effective implementation of boarding policy, routine and daily organisation
- 4.11 Develops and maintains strong working relationship with catering staff to ensure for the quality provision of hospitality and catering services within the Boarding House
- 4.12 Works closely with the Administrative Officer - Boarding and Student Wellness to ensure the provision of quality health care services to students
- 4.13 Exercises appropriate stewardship of College resources including preparation and management of Boarding budget
- 4.14 Encourages, challenges, supports and acts as a mentor to staff within Boarding
- 4.15 Serves on nominated committees and working parties

5.0 STRATEGIC LEADERSHIP

- 5.1 Provides leadership to and supervision of staff and volunteers in the execution of their day-to-day duties while creating and maintaining a team environment both within the specific team and the organisation as a whole
- 5.2 Leads with exemplary practice and acts as a mentor to staff;
- 5.3 Ensures compliance with all relevant legislative, regulatory obligations, College policies and procedures
- 5.4 Assist in the development of policy in relation to risk management and compliance in Boarding

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 Responds to concerns and enquiries of current families, parents and guardians and keeps them fully informed
- 6.3 Manages grievances and complaints from families, students, neighbours and the community about the Boarding House, consulting with the Head of Boarding
- 6.4 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
- 6.5 Contributes to the development of a College environment that is welcoming, hospitable, life-giving and just

7.0 TRAINING AND DEVELOPMENT

- 7.1 Completes CEWA Child Protection Procedures (Mandatory Reporting) training and CEWA Code of Conduct training upon appointment and refresh this training at least annually
- 7.2 Completes regular training and guidance on how to adhere to requirements regarding healthy and respectful relationships with residential students
- 7.3 Undertakes and holds current CPR and applying general first aid certification
- 7.4 As requested, undertakes training related to:
 - anaphylaxis and allergic reactions;
 - asthma;
 - diabetes;
 - epilepsy;
 - infection control; and
 - distribution of medication
- 7.5 Understands and has completed appropriate training that allows for the implantation of trauma-informed practices

SELECTION CRITERIA

The individual appointed to the position of Boarding Manager must:

- Be fully supportive of the objectives and ethos of Catholic Education
- Significant leadership experience in a residential care setting
- Relevant tertiary qualifications in human services or residential care
- 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
- Understanding of and sensitivity to the spiritual and social needs of the Aboriginal culture
- Ability to live in residence during rostered shifts
- 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
- Current Senior First Aid certificate

DOCUMENT CONTROL

Version: 1.2 Reviewed: Mar 2024 Next Review: Mar 2025 Reviewed By: HR