

# Position Description

Title: Assistant Head of Boarding House  
– Biddle House



This Position Reports to: Boarding Head of House

Dean of Boarding

Department: Boarding – Student Services

Date: November 2024

## **PREAMBLE**

As a staff member of The Southport School, it is crucial that you understand the underpinning philosophy and aims of this school, its routines and administration, and more importantly, that you actively support the Anglican Ethos of the School. The School Prayer gives a clear understanding of the School Aims.

*Make us a truly Christian Community where education embraces the whole of life. With the school may we find acceptance, healing and growth through faith in Christ and in turn service to others.*

## **OUR TSS VALUES**

### **We are a TEAM**

We work together in a spirit of trust, loyalty, inclusion and mutual respect. We persist and encourage each other to do our best each day.

### **We are a community of SCHOLARS**

We learn every day and our interests and different approaches bring diversity of opportunity and enrich our understanding of the world.

### **We are here to SERVE**

We contribute positively to our classes, our teams, our school, our families, and our communities, learning to lead and to improve the world in which we live.

## **STUDENT PROTECTION IN ANGLICAN SCHOOLS**

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- Every child: made in the image and likeness of God.
- Every child: loveable and loved, unique and unrepeatable.
- Outstanding education for the flourishing of people and the good of community.

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- place emphasis on genuine engagement with children and young people.
- create conditions that reduce the likelihood of harm to children and young people.
- create conditions that increase the likelihood of identifying harm where it exists; and
- respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools



and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.

## **KEY SELECTION CRITERIA, QUALIFICATIONS AND EXPERIENCE:**

### **Selection Criteria**

- Demonstrated capacity to be flexible and adaptable to work in a dynamic and demanding team environment.
- Demonstrated understanding and experience in working with adolescents, preferably in a boarding school or residential setting.
- Demonstrated confidentiality, sensitivity, understanding, patience, empathy, and a genuine interest in supporting and guiding young individuals.
- Demonstrated commitment to nurturing positive relationships between students, teachers and stakeholders.
- Demonstrated excellent communication skills and interpersonal skills necessary to work with all members of the school community.

### **Qualifications and Experience**

- Education - Degree or Experience:  
Bachelor's degree in education, counselling or a related field is preferred.
- Teacher Registration  
Must hold valid teacher registration with the QCT.

### **Additional requirements:**

- Provide a recent criminal history check certificate – must be within 2 months of appointment.
- Hold a current First Aid Certificate that includes CPR.

## **PURPOSE OF THIS DOCUMENT**

To provide the team member with the key selection criteria, specific duties and responsibilities and general responsibilities against which your appointment to, and performance in the job, will be assessed.

As part of the team, you will be expected to know the policies and procedures that govern some of the tasks you will be performing.

## **DUTIES AND RESPONSIBILITIES FOR THE POSITION**

This part of the document outlines the responsibilities required to competently perform the duties of the position. Of course, you will also be required to perform any other duties that your School Executive Management may direct you to perform, and which could reasonably be considered relevant to the position.

The position of Assistant Head of Boarding House is an important one at The Southport School and is seen as a significant promotional position. It provides the opportunity to be part of a vibrant campus community which brings with it many pleasurable and positive relationships with boys, fellow staff, and their families. The position is seen as a training and development opportunity in preparation for a role as Head of Boarding House.



As an Assistant Head of House, your role is to provide essential support and assistance to the Head of House in the daily management and operations of a boarding house within a school setting. You will work closely with the Head of House, boarding house staff members, and students to create a safe, supportive, and enriching living environment for the boarding community.

### **Responsibilities:**

**Student Welfare:** Your primary responsibility is to ensure the welfare and well-being of the students residing in the boarding house. This includes maintaining discipline, fostering a positive and inclusive community, and addressing any concerns or issues that arise among the students.

**Supervision and Guidance:** You will supervise and mentor the students, ensuring they adhere to the school's rules and regulations. You will provide guidance, support, and assistance to students, helping them navigate academic, personal, and social challenges.

**Residential Life Management:** You will assist in managing the day-to-day operations of the boarding house, including organising student activities, overseeing mealtimes, managing routines, and maintaining a safe and clean-living environment. This may involve coordinating with other staff members, communicating with parents, and ensuring compliance with school policies.

**Relationship Building:** Building positive relationships with students is crucial in this role. You will work closely with the Head of House and boarding house staff to establish a supportive and caring atmosphere within the boarding house. Developing rapport with students, gaining their trust, and serving as a role model are essential aspects of the position.

**Communication:** Effective communication is key to you as you will liaise with students, parents, school administration, and other staff members to exchange information, address concerns, and collaborate on matters related to the boarding house. Strong interpersonal and communication skills are essential.

**Emergency Response:** In case of emergencies or unexpected situations, you will be responsible for assisting, coordinating and implementing appropriate responses. This may include addressing medical emergencies, ensuring student safety during crisis situations, and collaborating with relevant authorities or departments.

**Record Keeping and Administration:** You will assist in maintaining accurate records related to student activities, behaviour, and welfare. This may involve documenting incidents, writing reports, and providing regular updates to the Head of House or school leadership as required.

**Student protection:** As an Assistant Head of Boarding House, your commitment to student protection is of utmost importance. You are responsible for creating a safe and secure environment for all students under your care. This includes being vigilant and proactive in identifying and addressing any potential risks or concerns regarding their well-being. You must adhere to and enforce all policies and protocols related to child protection, ensuring that students are protected from any form of harm or abuse. It is crucial to maintain open lines of communication with students, encouraging them to speak up about any issues they may be facing. Your unwavering dedication to student protection is vital in fostering a trusting and supportive environment within the boarding house.



## **BOARDING**

Within the boarding environment, your key task is to provide a safe, secure and happy environment for boys and an efficiently run Boarding House. You are also to engender in students and staff a commitment, loyalty and participation in the House. Tasks include:

- Assisting the Head of House in the duties rostered by the Head in the organisation of the House. These duties could include organisation of House social activities, monitoring and guidance of seniors on duty, liaison with parents.
- Assisting the Head of House and students in the coordination of the House Supper and House Chapel service.
- Manage and model correct duties of nightly prep supervision. The Assistant Head of House should be a presence in the house in the evening at key times as directed and/or in support of, and as a representative of the Head of House.
- Assisting in the oversight of the physical environment of the House, its upkeep and maintenance.
- Being available and visible on a regular basis in the House before School, at breaks, lunch, and after school – ideally in consultation with the Head of House, attendance at a number of morning inspections, morning tea, lunch and evenings per week should be scheduled as a minimum benchmark.
- Assisting in organising and conducting the House Supper and refreshments after House Chapel Services.
- Promoting the growth and development of a caring and Christian based House ethos.
- Supervising House and Boarding community social events for students both at the School and off campus as directed by the Dean of Boarding.
- Accepting an “open door policy” in the care of students which at times may involve entertaining small groups of members of the House and other activities that develop a “family-like” atmosphere – ideally 2-3 events per term.
- Supporting the Mentor teachers in their delivery of the weekly mentor programme including the development and roll out of a weekly schedule for mentor teachers to follow.
- Sharing in the careful monitoring of boys for whom there may be concern: e.g. boys on Probation, return from Suspension, family disturbances.
- Sharing in the monitoring, with respect to escalating consequences, student absentees, lateness, uniform infringements etc. in conjunction with Mentor teachers
- Informing the Head of House and Dean of Boarding immediately if serious problems arise or conversely when good things occur.
- Consulting regularly with the Head of House regarding the progress of the House as a whole and the pastoral welfare of individual students.
- Case management of students as directed by, or in support of the Head of House with associated record keeping and communication to parents or carers.

## **LEADERSHIP OF PASTORAL CARE TEACHERS & RESIDENTIAL STAFF**

To empower, support and enable Pastoral Care Teachers in their role within the House and members of their Pastoral Care groups, the Assistant will undertake tasks such as:

- Take a lead role in the induction, professional development, and pastoral care of Mentor Teachers

- Supporting the Mentor teacher's role and their working harmoniously and constructively with their students in doing all they can to implement the School's values.
- Encouraging and supporting Mentor teachers in their "first point of contact" role with parents.
- Encouraging Mentor teachers to regularly check that student Record Books are properly maintained.

### **CONTRIBUTION TO STUDENTS AND THE WIDER SCHOOL**

To model and promote student and staff participation in the wider life of the School. Tasks include:

- Insisting on uniform, hair and general appearance standards of boys across the School not just within the House.
- Supporting and contributing to the School marketing programme. [This may require travelling to functions, or the staffing of exhibition stands at education displays.]
- Attending and assisting in the planning of IDEALS Week projects off the campus.
- Participating in the promotion and marketing of the School e.g. Expos and country functions.
- To inspire and develop boys' leadership capacity and service to others, their School and their communities.
- To increase students' self-understanding and self-expression.
- To strengthen students' confidence.
- To provide an opportunity for boys to work with enthusiastic and committed peers.
- To facilitate learning from past and present house members.
- To foster boys' ability to solve problems creatively and the reason critically.
- To foster boys' ability to support, emphasise and motive others.
- To create an environment that offer student an opportunity to acquire broad interests and skills that characterise leaders in the twenty-first century.
- To nurture within each boy a sense of connectedness with and belonging to the House and School, which has proven to be a protective factor for boys at risk.

