

Position Description

Title: Head of Boarding House (Residential)



This Position Reports to: Deputy Head of Senior School – Pastoral Care

Dean of Boarding

Director of Boarding

Department: Boarding

Date: May 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.

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.

KEY SELECTION CRITERIA, QUALIFICATIONS AND EXPERIENCE:

Selection Criteria

- Demonstrated problem solving skills and conflict resolution experience that facilitates an inclusive atmosphere that aligns with the schools' boarding ethos.
- Demonstrated understanding and experience in creating, leading and managing a supportive and engaged boarding house.
- Demonstrated experience in implementing effective pastoral care processes and support systems across a diverse group of students in a boarding context.
- Demonstrated commitment to building and nurturing positive relationships between students, staff and parents.
- Strong interpersonal skills and effective communication skills necessary to work with all members of the school community.

Qualifications and Experience

- Degree and experience:
A Bachelor's degree in Education; previous experience in a boarding school or residential setting is highly desirable. Additional certifications in counselling, pastoral care or relevant areas is advantageous.
- Teacher Registration:
Must hold valid teacher registration with the QCT.
- Professional Development:
Demonstrated engagement in ongoing professional development that enhances boarding skills and staying informed about best practices in boarding (e.g. ABSA courses). Participation in workshops, conferences, and professional learning communities that contribute to continuous growth as an educator.

Additional requirements:

- Provide a recent criminal history check certificate – must be within 2 months of appointment.
 - Hold, or be willing to obtain, a current First Aid Certificate that includes CPR.
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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 the Headmaster, or their delegate, may direct you to perform, and which could reasonably be considered relevant to the position.

Overview

The Head of Boarding House is responsible for providing effective leadership, management, and support to ensure the smooth operation and welfare of the boarding house and its residents. They play a crucial role in fostering a safe, nurturing, and inclusive environment conducive to academic and personal growth for the students under their care. The Head of Boarding House responsibilities include ensuring a child safe culture and environment and will encompass various areas, including:

Student Well-being:

The Head of Boarding House prioritizes the physical, emotional, and mental well-being of all boarders. They establish a supportive and respectful atmosphere within the boarding house, overseeing the general welfare of students, and promptly addressing any concerns or issues that arise. They ensure the provision of appropriate guidance, counselling, and pastoral care to promote personal development and a sense of belonging among the residents.

Experience in providing pastoral care and counselling to students is essential. A Head of Boarding House should be empathetic, approachable, and capable of supporting students through various challenges they may face. They should have a good understanding of adolescent development, mental health issues, and be able to provide appropriate guidance and support.

Specific duties and tasks include, but are not limited to the following:

- Implementing the School's pastoral care systems and student wellbeing policies in the House.
- Carefully monitoring and supporting boys for whom there may be concern: e.g. boys on Probation, return from Suspension, family disturbances, homesickness and other pastoral care needs.
- Supporting and monitoring the Mentor teachers in their delivery of the weekly PC programme.
- Collaborating with and advocating student welfare and wellbeing at Head of Boarding House meetings.
- Supporting the Health centre with any medical requests or requirements including transporting sick or injured students to hospital if necessary, ensuring that other resident staff are available to provide supervision and duty.
- Developing a programme which will assist new boys entering the House to settle quickly and become part of the School.

Discipline and Behaviour Management:

The Boarding Housemaster upholds and enforces discipline policies and procedures in accordance with the school's guidelines. They set clear expectations for behaviour, promoting a positive and inclusive living environment that encourages mutual respect, cooperation, and responsible decision-making. They address disciplinary matters promptly and fairly, implementing appropriate consequences, when necessary, while also providing guidance and support to help students learn from their mistakes.

Specific duties and tasks include, but are not limited to the following:

- Conducting regular House inspections to ensure that boys keep rooms clean and tidy.
 - Monitoring, with respect to escalating consequences, student absentees, lateness, uniform infringements etc in conjunction with Mentor teachers
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- Monitoring attendance and punctuality of all boys in the House and follow-up with the boy and his parents, absenteeism, and lateness issues to be conducted in conjunction with the Mentor teacher.
- Informing the Deputy Headmaster and Dean of boarding immediately if serious problems arise or conversely when good things occur.

Residential Operations:

The Head of Boarding House oversees the daily operations of the boarding house, ensuring its smooth functioning. They coordinate schedules, routines, and activities, including mealtimes, study periods, recreational pursuits, and extracurricular engagement, to promote a well-balanced lifestyle for the students. They collaborate with relevant staff members, such as residential assistants and support personnel, to maintain a clean, safe, and comfortable living environment.

Specific duties and tasks include, but are not limited to the following:

- Responding to maintenance requests
- Responding to catering requests
- Overseeing the physical environment of the House, its upkeep and maintenance.
- Preparation and monitoring of House budgets.

Parent and Community Engagement:

The Head of Boarding House establishes effective communication channels with parents or guardians, maintaining regular contact to update them on their child's well-being, progress, and any significant events. They actively engage with the wider school community, participating in meetings, events, and activities to promote a sense of belonging and build positive relationships among students, parents, faculty, and staff.

Specific duties and tasks include, but are not limited to the following:

- Liaising with Boarder Parent Support Group as and when required.
- Supporting and contributing to the School marketing programme. This may require travelling to functions or taking promotional school tours or supporting open day activities, writing of articles for House Newsletters, information booklets and the Southportonian.

Staff Supervision and Development:

The Head of Boarding House oversees the residential staff and Pastoral Care teachers, providing leadership, guidance, and support to ensure their effectiveness in fulfilling their roles. They conduct regular staff meetings, training sessions, and performance evaluations to promote continuous improvement, collaboration, and professional growth among the team.

Specific duties and tasks include, but are not limited to the following:

- Preparing Duty Rosters for House staff and student leaders.
 - Working with and leading the House team in support of House operations (Assistant Head of House, House Mothers, cleaning staff, resident staff, academic tutors, house officials)
 - Assigning Mentor Teachers to groups of boys as appropriate. Ensuring that mentor teachers are working harmoniously and constructively with their students in doing all they can to implement the School's values and support student wellbeing.
 - Providing induction, professional development, and pastoral care of PC Teachers
 - Chairing regular meetings of mentor teachers, and resident staff discussing broad policy and practices within the House, matters of concern and boys who need additional support.
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- Encouraging and supporting Mentor teachers in their “first point of contact” role with parents.
- Liaising with House Mothers on the day-to-day matters concerning the running of the House
- Participating in the selection, induction, and supervision of Resident Staff

Emergency Preparedness:

The Head of Boarding House develops and implements emergency procedures and protocols to ensure the safety and well-being of the boarding house residents. They conduct regular drills, educate students on emergency response measures, and maintain effective communication with relevant authorities and stakeholders in the event of an emergency.

Experience in crisis management and emergency procedures is crucial. A Head of Boarding House should be prepared to handle various emergencies and have the ability to make swift decisions while ensuring the safety and well-being of students and staff.

Record Keeping and Reporting:

The Head of Boarding House maintains accurate records related to student attendance, behaviour, and well-being. They generate reports as required, documenting incidents, interventions, and progress. They also collaborate with other school administrators to ensure compliance with relevant policies, regulations, and legal requirements.

Specific duties and tasks include, but are not limited to the following:

- Monitoring the overall and ongoing academic performance of the boys through accessing term reports, data tracking and teacher comments.
- To work with teacher colleagues to ensure as far as possible the fulfilment of the academic potential of each boy in the House.
- Monitoring the extra-curricular participation of the boys of the House, compulsory school and GPS activities.

Boarding House Culture:

The Head of Boarding House builds and maintains a caring, diverse, welcoming and culturally rich boarding community where all boys are connected and experience a sense of belonging and homeliness in the House. A positive House culture is pivotal to increasing students’ confidence, self-understanding and self-expression.

It is the role of the Head of Boarding House 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 by actively and strongly encouraging full participation in the co-curricular and extra-curricular offerings of the School.

Overall, the Head of Boarding House holds a pivotal role in providing a supportive and nurturing home away from home for students, guiding them through their educational journey and fostering their personal growth in a safe and inclusive environment.

Specific duties and tasks include, but are not limited to the following:

- Assisting the senior boys to organise weekly student-led leadership meetings including providing oversight and support.
 - Being available and visible on a regular basis in the House before School, at breaks, lunch, and after school.
 - To inspire and develop boys’ leadership capacity and service to others, their School and their communities.
 - To provide an opportunity for boys to work with enthusiastic and committed peers.
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- To facilitate learning from past and present house members.
- To foster boys' ability to solve problems creatively and the reason critically.
- Organising House excursions and events including celebrating as a House boys' birthdays and overseeing special functions i.e. House Supper, Chapel, unique House events, etc.
- Arranging and hosting any other House functions as customary to the House.

Leadership of Self and others

A Head of Boarding House should possess excellent problem-solving skills and the ability to handle conflicts and disciplinary issues in a fair and constructive manner. They should be adept at mediating conflicts, facilitating discussions, and finding resolutions that promote growth and learning.

A Head of Boarding House should possess strong leadership skills to effectively oversee the boarding house and manage a diverse group of students and staff. They should have the ability to inspire, motivate, and guide others, while also demonstrating excellent organizational and managerial abilities.

A Head of Boarding House should be flexible, resourceful, and able to effectively manage unexpected situations while maintaining a calm and composed demeanour.

Specific duties and tasks include but are not limited to the following.

- Supervisory attendance for at least one GPS Championship day.
- Leading/managing at least one extra-curricular activity throughout the year.
- Insisting on uniform, hair, and general appearance standards of boys across the School not just within the House.
- Preparing House reports as required.
- Attending and contributing to the Head of Boarding House meetings, School Committee meetings and other important leadership functions.

Student protection and child safety responsibilities

- Ensuring a comprehensive understanding of all relevant policies, procedures, guidelines and reporting protocols at The Southport School.
- Creating and maintaining a safe and secure environment where students feel physically and emotionally protected.
- Recognising signs of abuse, neglect, harm, and inappropriate behaviours and conduct of students, staff, volunteers, visitors and other persons engaging with the students.
- Immediately report suspicions of harm or disclosures to a Student Protection Officer, or the Director of Student Protection, or the Headmaster concerns and disclosures as a mandatory reporter.
- Educate students about their own personal safety, empowering them to understand and assert their boundaries and seek help if they feel unsafe.

GENERAL DUTIES AND RESPONSIBILITIES

Ensure all school policies and procedures are complied with by:

- Complying with legal obligations of an education establishment including complying with established industrial relations practices and requirements.
 - Compliance with the Student Protection Policy and Procedures including ensuring that the well-being of all students is closely monitored, and any concerns are reported to the appropriate support and leadership staff.
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- Understanding that at no time does any worker have the authority to reprimand any student or any co-worker, but to take responsibility to report any issue to the Dean of Students or any member of the School's senior management panel.

Ensure a safe and healthy work environment is provided for students, employees and visitors by:

- Complying with the Workplace Health and Safety Legislation and Regulations.
- Complying with The Southport School Workplace Health and Safety Policy
- Implementing documented basic safety and security practices.
- Preventing hygiene risks and problems through implementation and adherence to policy and procedures.

Display positive interpersonal skills needed for the delivery of quality service, with a particular emphasis on communication and teamwork by:

- Communicating effectively one on one in the workplace.
 - Communicating and participating effectively as a member of a team in the workplace.
 - Providing confidential employee and client relations for counselling and any grievance procedure that may take place.
 - Presenting a positive, professional and dynamic image of the School to employees, clients and visitors at all times.
 - Initiating and driving the business forward by directly representing the School's ethos and motto.
 - Demonstrating the very highest level of personal insight, initiative and maturity in all that is done and to display a sense of flexibility and willingness to work as an integral member of the team.
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