

# POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Director of Boarding
<b>SECTION:</b>	School Leadership
<b>REPORTS TO:</b>	The Principal
<b>CLASSIFICATION:</b>	Boarding House Supervisors – Agreement, St Teresa’s College, Abergowrie Level 1 - 8
<b>AWARD:</b>	Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2019 - 2023
<b>LOCATION:</b>	St Teresa’s Catholic College, Abergowrie

## OUR ORGANISATION

Townsville Catholic Education (TCE) supports 29 schools within the Diocese, located throughout a diverse region including urban and rural environments extending to Mount Isa to the west, Proserpine to the south and north to Ingham. TCE provides a diverse range of education choices including primary, secondary and Prep-to-Year 12. Each setting provides a high educational standard in a caring and a stimulating environment. The Diocese has a growing Indigenous education program and some of our schools offering both boarding and day-student facilities.

TCE employs in excess of 2,500 teaching, professional and ancillary/support employees to fulfil our mission of providing quality educational services through our Catholic school communities. A Catholic education involves much more than simply teaching the educational basics. It encourages students to embrace Catholic values and faith while providing them with an excellent education and diverse life experiences that will prepare them to be a contributing member of the community in their adult lives.

The proud reputation Catholic schools enjoy within the Diocese today is based on the strong tradition built by religious orders who found Catholic Education in the Townsville Diocese in 1872.

Please visit our website for additional information <https://www.tsv.catholic.edu.au/>

## OUR SYSTEM VISION

*“The promotion of the human person is the goal of the Catholic school”*

THE CATHOLIC SCHOOL ON THE THRESHOLD OF THE THIRD MILLENNIUM, 1998

OUR VALUES JESUS TEACHES US:					
COMMUNITY <small>(John 15)</small>		LOVE <small>(John 4:7-19)</small>		PROMOTING LIFE IN ABUNDANCE <small>(John 10:10)</small>	
The greatest commandment Jesus teaches us is to Love God, Love others.		Love is the core value of the Gospels.		God wants us to live life to the full.	
INCLUSION <small>(Luke 19:1-10)</small>		RECONCILIATION <small>(Luke 15:11-32)</small>		HOPE <small>(Luke 24:12-35)</small>	
God invites all to live in God's love, including those that might be excluded by society.		Jesus' supreme act of love in dying on the cross reconciled humankind to God.		We can all hope for the fullness of glory with God because God is faithful to His promises.	
JUSTICE <small>(Matthew 25:31-46)</small>		LIBERATION <small>(Luke 4:16-21)</small>		COMPASSION <small>(Luke 10:30-37)</small>	
Jesus lives the virtue of justice rendering to all of us a message of living for others even unto death.		God frees us from all evil if we trust in God and live our life in God.		In Jesus' life of love we witness the compassion of God - his acts of mercy towards others.	

## ABOUT THE ROLE

St Teresa's College, Abergowrie, is a Catholic secondary boys boarding college located in the Herbert River Valley, 38 kms from Ingham, situated on Warrgamay land. An inclusive community, embracing families from the Australian mainland and islands and international students from Papua New Guinea. Within the College, more than 40 communities are represented and as many as 70 languages and dialects are spoken.

The Director of Boarding is responsible for all College boarding matters affecting the residential life of the students under the direction of the Principal. The Director of Boarding will ensure that the Mission Statement of St Teresa's College, Abergowrie, is the guiding principle of residential life of the College.

The Director of Boarding is responsible to develop and monitor a philosophy of residential life that will contribute to the faith development of the students. The Director of Boarding will actively collaborate with other members of the College Leadership Team to ensure the best possible outcomes for the school as a whole. The Director of Boarding will develop within the boarding community, a spirit and character that is friendly and supportive that enables the potential of each student as an individual.

## KEY ACCOUNTABILITIES

The purpose of the position is to exercise leadership and assist with management of the College in accordance with Catholic Education policy and in consultation with other personnel as appropriate and with due reference to Catholic Education structures, processes and practices, including:

- Manage the boarding budget and make recommendations in relation to boarding requirements
- Responsibility for the boarding services, accommodation, boarding staff, quality of communication with parents and wellbeing of boarding students
- Providing advice to the Principal regarding the overall progress and development of boarding at the College.

**Student Management and Support – overall responsibility for running a successful boarding programme that takes a special care and interest in the students.**

- Meeting with boarders regularly, and having a visible presence
- Develop leadership and service amongst all boarders
- Manage boarding activities and events
- Maintain student records, including leave and holiday arrangements
- Administration and oversight of leave and holiday arrangements
- Ensure that the prayer life of the dormitory is vital and appropriate
- Liaise with the Assistant Principal Religious Education regarding arrangements for special devotions such as Twilight Retreat and Rosary
- Ensure that opportunities exist for students to attend liturgical celebrations and reception of sacraments
- Ensure that signs, symbols and images of the Catholic faith are observable in the dormitories
- Coordinate Boarders Assemblies
- Provide induction to new students into the College
- Ensure adequate social, cultural and other extra-curricular activities for student personal development
- Ensure that special needs of Indigenous students are met according to appropriate cultural backgrounds
- Create opportunities for boarders to develop personal responsibilities and an attitude of service as well as development of their leadership skills
- Provide a clear expectation of student behaviour.

**Staff Management and Support – oversight of boarding Staff with appropriate delegations for management and supervision**

- Develop staff rosters, ensuring the duty of care to all students is met
- Promote and maintain good morale and spirit amongst staff
- Facilitate ongoing professional development of staff
- Encourage staff to be aware of particular pastoral needs of students in their care
- Ensure that all staff are familiar with boarding policies
- Keep teachers and other College staff fully informed about relevant boarding matters
- Ensure staff are aware of contemporary legal and statutory requirements, student protection practices and boarding policies
- Encourage a cooperative and collective team approach, through sound and regular communication
- Encourage boarding staff to participate in retreats and attend weekly liturgies.

**Parents – establishing and maintaining a good working relationship with, and knowledge of boarding families**

- Communicate with individual parents about their children's progress, where appropriate
- Ensure regular communications with parents (e.g. regular newsletter 'The Point')
- Respond promptly to all communication and requests from boarding parents
- Regular visits to meet with boarding families, i.e. community dinners
- Ensure parents and carers feel welcome at the College and encourage open communications between parents, carers and staff.

**Marketing and Promotions - general promotion of boarding at the College and acting as a spokesperson for the boarding community that supports the strategic direction of the College**

- Participation in marketing and promotion, undertaking visits to current and prospective families and regions
- Attending field days and other promotional activities to promote the College
- Attending boarding-related meetings, eg ICPA conferences
- Provide a first point of contact for prospective boarding families
- Contribute to the College website with regard to boarding activities.

**Facilities /Resources**

- Strategically plan for the ongoing development of facilities
- Oversight of and liaison with maintenance staff and Facilities Manager on all maintenance, cleaning and laundry issues
- Ensure facilities are presentable, safe, hygienic and comfortable.

**STATEMENT OF RESPONSIBILITY**

The carriage of the role will always presume the role-holder's responsibility to act cognisant of, and in harmony with, the Mission and Purpose of Catholic Education and Catholic Education policies.

The employee will be expected to abide by the *Statement of Principles for Employment in Catholic schools*, the *Staff Code of Conduct* and other Diocesan guidelines.

Employees will maintain appropriate confidentiality, sensitivity and empathy in the execution and management of all matters.

Employees will demonstrate a willingness and acceptance to initiate and participate in relevant training and professional development opportunities.

Each employee is responsible for ensuring his/her health, safety and well-being and is expected to not willingly place at risk the health and safety of one's self or others.

Employees will:

- Adhere to Work Health and Safety instructions
- Promote a commitment to safe work practices
- Be familiar with workplace incident, hazard and accident reporting and emergency procedures
- Take reasonable action to avoid, eliminate or minimise risk and hazards
- Utilise personal protective equipment
- Participate in the development of a safe and healthy workplace
- Seek information and advice as necessary and comply with instructions.

## ABOUT YOU

### Experience

- Significant senior or middle leadership roles within an education environment 5+ years
- Experience contributing to the success within a boarding facility including financial/budget management
- An empathy for particular issues encountered by students in boarding environments and experience dealing with such issues
- Demonstrated management of staff, including supervision, coaching, recruitment and induction
- Propensity to recognise the value and uniqueness of each student within the boarding community.

### Knowledge

- Demonstrated understanding of the framework for boarding through the operational processes and programmes that are implemented and supported by St Teresa's College
- Demonstrated ability to build a cohesive team working towards collective goals
- A demonstrated understanding of the particular developmental needs of boys and how this impacts on all aspects within the boarding community
- Understanding of WHS Legislation and its application within a residential environment.

### Skills

- Superior written and verbal communication skills to effectively communicate with a range of stakeholders
- The ability to undertake risk assessments on activities pertinent to the boarding environment
- Ability to establish and maintain good working relationships with boarding community including students, families and staff
- Flexible and responsive to the needs of the school boarding community and driven to achieve the best outcomes
- Proven leadership skills with the ability to motivate and influence others
- Well-developed conflict resolution skills, with the ability to facilitate and manage difficult conversations and scenarios
- Highly developed attention to detail with the ability to balance competing deadlines and effectively manage multiple commitments.

## Mandatory Criteria/Professional Registration/Other

- Current Working with Children Suitability Card - The successful candidate will require a paid Blue Card before commencement as per the No Card, No Start policy developed by Queensland Government (if not a registered teacher)
- Ability to perform the physical requirements of the role in a safe manner
- Previous experience in a boarding or residential environment
- Current Senior First Aid certificate, or ability to obtain one
- Current Blue Card, or ability to obtain one
- Current Driver's Licence
- Ability to travel from time to time within the Townsville Diocese.

## Desirable Criteria

- Qualification in Education.

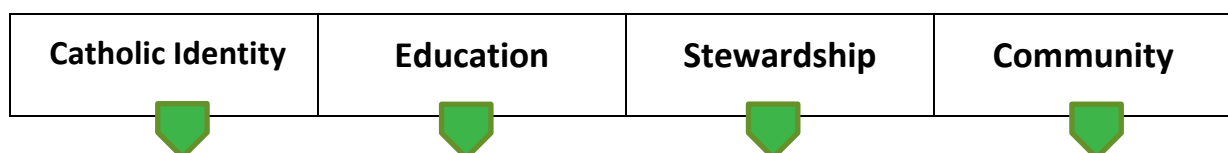
*Some employees may be subject to pre-employment medical assessments during the selection process. Depending on the nature of the role, it may be necessary for successful applicants to be immunised against certain preventable diseases in order to minimise the risk of transmission.*

## HOW YOU WILL BE ASSESSED

How we do things is as important as what we do, therefore you will be assessed on your ability to use your experience, knowledge, skills and competencies confidentially with good judgement and wisdom. You will be assessed on your ability to demonstrate the following four capabilities: Personal, Professional, Relational and Organisational within context to the key accountabilities identified above. You will be expected to integrate knowledge, skills and attitudes within scope of the TCE Leadership Domains of: Catholic Identity, Education, Stewardship and Community in line with the Strategic Direction, Vision and Values.

# Identity and Ethos

## Strategic Organisational Leadership Success

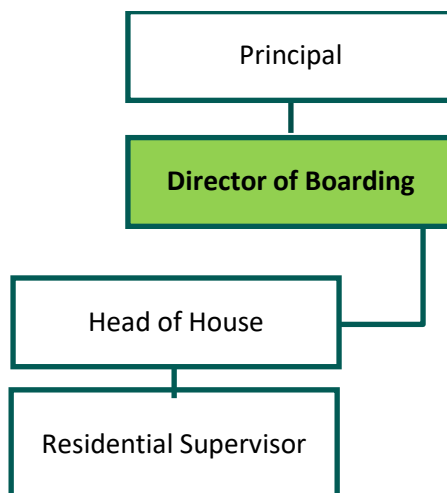


Capabilities	
Personal	Professional – Knowledge and Understanding
Engages in self-reflection	Is contextually aware and responsive
Gives witness to personal faith and commitment	Integrates a Catholic stance in area of responsibility
Demonstrates intellectual acuity	Shapes and implements change processes
Displays a sense of self-efficacy and personal identity	Demonstrates appropriate styles of decision making
Uses intuition as well as logic and reason	Inspires a collegial purpose and vision
Projects confidence, optimism and resilience	Develops efficient and robust structures and systems
Exemplifies honesty and integrity	Focuses on core outcomes and accountabilities
Demonstrates ethically responsible behaviours	Engages in workplace learning and relevant professional development
Is morally courageous	Operates with a sound educational focus
Demonstrates a commitment to personal spiritual growth	Operates with a spirit of service and professionalism
Displays imagination and vision	Develops moral purpose
Integrates work and personal life	Demonstrates capacity to provide professional support
Engages with the Catholic culture	
Is culturally sensitive	
Social and Interpersonal	Organisational
Is relationally adept	Gives priority to the Church's mission in education
Is emotionally mature	Engages in strategic and future thinking, aware of the big picture

Is guided by the spirit and teachings of the Gospel	Develops organisational capacity to respond to contemporary and future needs
Communicates with influence	Avoids imposing old paradigms on new realities
Is authentically present	Fosters a growth promoting workplace
Displays a trusting disposition	Exercises principled and ethical stewardship
Cultivates collaborative and productive working environments	Contributes to organisational sustainability
Engages in positive politics	Builds a sharing organisational culture that focuses energies and talents
Nurtures leadership capability in others	Operates in fidelity to Catholic social teaching and environmental responsibilities

## REPORTING & OTHER RELATIONSHIPS

The Director of Boarding reports directly to the Principal. The Director of Boarding is a member of the College Leadership Team and will work with all other members (Principal, Deputy Principal Pastoral & Administration, Assistant Principal Learning & Teaching, Assistant Principal Religious Education) to ensure the positive academic, recreational, spiritual and physical development of the boys at the College.



## ACKNOWLEDGEMENT

I have read, understood and acknowledge the scope and responsibility of the position outlined in this position description.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_