



Assumption College Kilmore

Boarding Assistant Head of House

Student Boarders have always been central to the life and spirit of Assumption College. Indeed, the unique expression of 'family spirit' that is fostered in our boarding program, permeates our whole school community and compels us to lead and nurture a boarding community where the academic growth and personal wellbeing of students can flourish. As Marists, in responding to the emerging needs of our students and their families, we 'face the future with audacity and hope'.

POSITION DESCRIPTION

The Boarding Assistant Heads of House work with the Director of Boarding to provide a boarding program that promotes achievement and wellbeing in a 'spirit of family'. The Assistant Heads of House support the Heads of house in their respective House communities, ensuring that all students and staff are working together for positive and life-giving goals.

Reports to: Director of Boarding

Collaborates with: Head of House
Members of the College Leadership Team
The Boarding Community Team
Staff, students and parents/guardians

Contract: As an employee of Marist Schools Australia, this three-year appointment is made under the VCEMEA (2015) or its successor.

The Assistant Head of House lives on site, in accommodation provided by the College.

Demonstrated Leadership Attributes:-

- Continues to develop the Marist traditions of the College in the charism of St Marcellin
- Committed to and promotes the life-long learning of students and staff
- Has high aspirations for boarding that inspire staff, students and the community
- Understands, applies and shares contemporary boarding research, theory and practice in building a community that responds to student and family needs
- Demonstrates and shares the importance of emotional intelligence and empathy in building trust and a positive learning community across the College
- Defines challenges clearly and seeks positive solutions, often in collaboration with others
- Develops strategies to ensure opportunities for all students to reach their full potential
- Develops and maintains structures for effective liaison and consultation

Head of House functions:-

- Supports the daily undertaking of the boarding program such that the students and staff of the boarding community feel welcomed, valued, nurtured and inspired
- Works with the Boarding team to continuously evaluate the program for improved quality, balance and relevance

- Contributes to the development and maintenance of efficient administrative policies and procedures
- Communicates with parents/guardians, students and staff on matters of boarding

Key Duties and Responsibilities:-

- As a Religious Leader to:
 - Give personal witness to Catholic values in carrying out his/her duties;
 - Organise, encourage and participate in the liturgical, sacramental and prayer life of the Boarding House;
 - Support the link between the Boarding House, the school and the local Church.
- As a Pastoral Leader to:
 - Provide academic leadership, and encourage all students to 'strive for the highest' in their pursuit of academic progress.
 - Maintain a knowledge of contemporary pastoral theory and practice as it applies to residential care of students;
 - Facilitate the integrity Boarding House routines and procedures to ensure optimal outcomes for students in all areas of their development;
 - Be responsible for the wellbeing, behaviour education and behaviour support of boarding students;
 - Identify 'boarders at risk', clearly articulating the concerns and working with them on a one-to-one basis and when appropriate informing the relevant Deputy Principal or Wellbeing Team members;
 - Be available to students, staff and parents who require support or counsel;
 - Induct new students into the Boarding House and where necessary facilitate peer support;
 - Facilitate the resolution of poor behaviours or relationship breakdowns by using Restorative Practices.
- As a Community Leader to:
 - Promote positive relationships within the Boarding House (staff and students) which are reflective of Gospel values;
 - Ensure that the daily life of the boarding community is well documented (on REACH or SIMON), and that communication between the House and other areas of the school is proactive and transparent.
- As an Administrative Leader:
 - Ensure that the daily operations of the Boarding House are carried out effectively and efficiently,
 - Collaborate in the development, drafting and review of Boarding House Policies and other publications;
 - Be available to the parents of present and prospective boarders;
 - Regularly monitor the Boarding House routine in areas such as the Infirmary, the dining areas, recess and lunch distribution;

Occupational Health & Safety

The Assistant Head of House will:

- Perform the above duties in line with any safe work practices and processes, and conduct oneself at work in a manner that is safe to self and others;
- Encourage colleagues and others on the worksite to adhere to safe work practices;
- Support and contribute to the improvement of safe systems of work and safe work practices;

- Participate in relevant OHS&W training programs;
- Report all work related incidents and near misses which result in injuries, ill health, or property damage in writing, in accordance with the school's OHS&W policies and procedures;
- Suggest changes to eliminate workplace hazards, or minimise the risks associated with them;
- Correctly use any equipment provided for health and safety purposes;
- Follow reasonable instructions given by the school in relation to health and safety at work;
- Support the consultative processes for managing OHS&W, when opportunities arise.
- Attendance at College functions as directed by the Principal.

Key Selection Criteria

- Has suitable qualifications and experience for the supervision and development of adolescents (eg VIT registration and/or completion of ABSA Duty of Care Books 1 & 2).
- Has First Aid qualifications (including Mental Health First Aid).
- Possesses a current drivers license (Heavy vehicle license preferred)
- Complies with all necessary Child Safety legislation.
- Undertakes and annual appraisal

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Operates as part of Marist Schools Australia

