Assistant Head of Boarding House

Role Description

Vision and Mission

At Assumption College we are dedicated to educating the whole person - spiritual, intellectual, cultural, social, emotional and physical. Our mission is based on the vision of St Marcellin Champagnat, the founder of the Marist Brothers, who wanted to ‘make Jesus Christ known and loved’. We are committed to striving for educational excellence in a supportive community environment.

We aim to help our young people to grow to become people of hope and personal integrity. Our commitment to Gospel values and educating for social justice shapes our approach to both our curriculum and our co-curricular programmes. At Assumption we believe in the importance of following Jesus' example of service and, therefore, strive to provide the young people in our care with an education that is characterised by a lived experience of Christian values.

Our students are encouraged to be curious and to continually develop their love of learning. Our motto, Quae Supra Quaere, calls us all to Seek the Things that Are Above. As such, we challenge our young people to be reflective and to question the ever-evolving popular cultures of the day in light of our faith tradition. We nurture all students so that they may identify and develop their individual gifts and talents and, in the spirit of service, we encourage them to share these gifts and talents with others. We ask our young people to strive to do and to be their best, so that when they leave our gates for the last time as students, they may enter the world as people of dignity, hope, conscience and faith.

Personal Qualities and Skills:

All Boarding Staff at Assumption are required to demonstrate the following qualities and skills toward students in their care and one another:

- Sound moral and ethical behaviour
- Respect for and modeling the Catholic Faith and the Marist Ethos and Charism
- Effective communication and negotiation skills
- Listening and mentoring skills
- A genuine interest in young people and their development
- Suitable student management skills
- Honesty, integrity and consistency
- Patience and understanding
- A positive outlook and the ability to motivate others
- Reliability and diligence
- Suitable appearance and dress standards
- Ability to work with and to lead teams of young people
- Flexibility and adaptability in coping with a variety of situations
Role Description:

The role of Assistant Head of Boarding House (AHBH) at Assumption College is a significant one in the life of the College. In order to cultivate the overall Marist philosophy of role modelling family and community which underpins the College’s vision for boarding, this role involves living on-site. It is a lifestyle decision where you have the opportunity to have a great influence on the boarders in the House. The role is much more than *in loco parentis*, one where the AHBH, with the Boarding Head of House, is responsible for the boarders’ pastoral, spiritual and educational wellbeing while in residence at the College. The AHBH will also embrace the mission and vision of the College.

In working with the Boarding Head of House, the AHBH ensures that an environment of support, care and nurturing is established and maintained. The pastoral and academic care of the boarders is to be of the highest importance. It is preferable for the AHBH have a teaching background (or at least the demonstrated ability to tutor students) and be part of the boarding community’s tutoring program.

The AHBH, in consultation with the Boarding Head of House, is responsible for:

- the pastoral, spiritual and academic care of the boarders;
- providing academic leadership in the boarding tutoring program in his/her particular house;
- the consistent implementation of College policies and procedures as they pertain to Boarding;
- implementing the day-to-day operation of the allocated House as directed by the Boarding Head of House when rostered on duty;
- modelling professional conduct and practice in accordance with the responsibilities of the position and as a member of the Boarding and College Community.

Accountabilities:

The AHBH is responsible for (but are not limited to) in conjunction with the Boarding Head of House:

- the pastoral care of the boarders in the house he/she is supervising;
- being a part of the boarding community’s tutoring team and program, as set out in the AHOH Residential Tutor documentation;
- developing a positive, happy and healthy spirit amongst the boarders in the house;
- knowing the whereabouts of the boarders in their house when he/she is rostered on duty;
- the boarders’ grooming and physical appearance;
- referring any matters concerning a boarder’s well being or behaviour to the Head of House;
- contributing to the careful and appropriate monitoring of boarders new to boarding;
- developing the religious and spiritual development of the boarders in their House;
- encouraging and participating in any time of prayer or reflection scheduled when supervising;
- helping to foster the boarders’ reverent participation in College weekend masses and liturgies if rostered times coincide;
• contributing to and helping maintain the procedures, processes and routines set up by the Head of House for the day to day running of the House;
• maintaining active supervision;
• adhering closely to the College’s boarding house protocols and procedures for ‘responding to injury’;
• nurturing a harmonious approach to meal times;
• maintaining high expectations of cleanliness and hygiene in the house during his/her shifts;
• recording, writing and reporting any significant incidents in accordance with procedures;
• consulting with the Head of House and Director of Boarding about any modification to the House supervision roster.

Additional Expectations:

The AHBH responsibilities include all current expectations outlined on the Duty Statement above.

Furthermore, the AHBH is expected to attend:

• All staff professional development days;
• Major College and Boarding functions, Masses and Liturgies (such as the opening Academic Mass; ANZAC Day Celebrations; Champagnat and Assumption Day; key boarding liturgies; Speech Night/Prize-Giving);
• Parent interviews;
• Administration days;
• School holidays where boarders are in attendance at the College;
• Other duties as directed by the Director of Boarding or Principal.

It is also an expectation that the AHBH:

• possesses a current driver’s licence;
• completes the ABSA Duty of Care Books 1 and 2 within 12 months of appointment to the role if not already in possession of such certification;
• ensures that all First Aid training requirements are met;
• complies with all necessary statutory Child Protection documentation;
• undertakes an annual appraisal review with the Director of Boarding;
• completes a minimum number of boarding professional development hours as stipulated by the Principal and/or the Director of Boarding.