



ROLE DESCRIPTION | DIRECTOR OF BOARDING

THE COLLEGE

Saint Ignatius' College Riverview was established in 1880 as a Catholic boys' school in the Jesuit tradition. Located in Lane Cove, Sydney, Cammeragal Country, this leading independent school delivers a holistic education to both day and boarding students from Years 5 to 12.

As one of the most prominent schools in New South Wales, Riverview aims to transform young men by empowering them to strive for excellence in all areas of their lives – in their studies and their co-curriculum activities, underpinned by a deepening experience of their faith and involvement in the Ignatian Service Program.

Saint Ignatius' College Riverview acknowledges the Cammeragal people who are the Traditional Custodians of this land upon which we are privileged to live and educate. We pay our respects to the Elders past and present and extend that respect to all First Nations people who dwell on this land.

OUR MISSION

Our mission is to provide a holistic Catholic education for boys that inspires them to a life-long development of their faith. Informed by the spirit of Saint Ignatius' of Loyola and grounded in Gospel values of justice, service, discernment, conscience and compassion, the College aims to produce young men who are cognisant of and responsive to global citizenship in a rapidly changing world.

1. ROLE PURPOSE

The Director of Boarding is a member of the College's Executive Leadership Team, which is inspired at all times by the highest Ignatian ideals of Companionship and Team. As the leader of the Boarding Team, the Director of Boarding resides on Campus and has delegated responsibility for the operation of the Boarding Community within the College.

2. ROLE ACCOUNTABILITY

As the delegated leader of the Boarding section of the College and a member of the College Executive, the Director of Boarding is responsible to the Principal.

As a classroom teacher, the Director of Boarding is responsible to the Principal through the relevant Head of Faculty and expected to participate in all Faculty meetings and Faculty activities.

3. ROLE RESPONSIBILITIES

The Director of Boarding will show leadership in the following areas:

3.1 Team leadership

To exercise effective team leadership in the development and support of an efficient Boarding Team, and in line with the Ignatian concept of Teams that underpins the organisational structure of the College.

3.2 One community

To lead the Boarding Team in the implementation of policy, procedure and practice that promotes and fosters excellence in Boarding and ensures that the Boarding House is an integral part of one school community along with the 'day' school.

3.3 Boarders

- 3.3.1 To be the first point of contact at the College for parents and prospective boarders by conducting the initial interviews and the initial induction of new boarders and their families into the College.

- 3.3.2 To maintain an environment of care, security and good order in which boarders experience a sense of value, welcome, belonging and respect for their personal differences and interests.
- 3.3.3 To promote the Spiritual and Religious development of boarders in line with the College Mission and Ignatian ethos.
- 3.3.4 To ensure that each member of the Boarding Team is available to all boarders and aware of their responsibilities in regard to *"in loco parentis"*.
- 3.3.5 To ensure that the operation of the Boarding Divisions allows appropriate privacy for boarders.
- 3.3.6 To provide opportunities for leadership development through the selection, appointment, and supervision of the Boarding Proctors.
- 3.3.7 To ensure boarders engage with the wider community through involvement in local area activities and events.
- 3.3.8 To provide opportunities for boarders' social and cultural development through the organisation of a range of appropriate activities.
- 3.3.9 To be responsible for student safety and wellbeing, including child protection and risk management procedures.

3.4 Boarding staff

- 3.4.1 To work in collaboration with the Principal and the Deputy Principal Staff to ensure that quality staff are selected for positions within the Boarding Divisions.
- 3.4.2 To induct and train new boarding staff.
- 3.4.3 To write, maintain and regularly update a Boarding Staff Handbook.
- 3.4.4 To ensure that all staff working in the Boarding Divisions are responsive to the expectations of the College and that their work is closely supervised.
- 3.4.5 To ensure that all staff working in the Boarding Divisions engage in a program of regular Performance Review, in line with College policy.
- 3.4.6 To deploy Boarding Staff appropriately.
- 3.4.7 To advise the Principal in relation to residential accommodation for Boarding Staff.
- 3.4.8 To work closely with the Chief Operating Officer & Chief Financial Officer and the Head of Property Services in relation to the maintenance of essential services to the Boarding Houses, especially the Health Centre, the Laundry, the Cleaning, and the Catering Services.
- 3.4.9 To meet regularly with Division Co-ordinators (the Boarding Team) and each individual member of the Boarding Staff to ensure effective communication of the vision for the operation of the Boarding Divisions.
- 3.4.10 To provide for the pastoral care of Boarding Staff and to liaise regularly with the Ignatian Centre in this regard.
- 3.4.11 To work with the Principal and the Director of Operations to allocate on-site residential accommodation according to College policy.
- 3.4.12 To liaise with the Co-ordinator of The First Nations Program and the Co-ordinator of the Refugee Program to provide the best care and welfare for Indigenous and Refugee boys.

3.5 Pastoral care

- 3.5.1 To work closely with colleagues in the School Leadership Team, and particularly the Deputy Principal Students to ensure that the (day) School approach to student Pastoral Care and Discipline is consistently exercised in the Boarding Divisions.
- 3.5.2 To ensure that the application of student Pastoral Care and Discipline is consistent across all the Boarding Divisions.
- 3.5.3 To ensure that appropriate information in regard to Pastoral Care and Discipline of boarders is communicated in good time to the respective Heads of House (Years 7-12) or Homeroom teachers (Year 6).
- 3.5.4 To know and engage individual students.
- 3.5.5 To be responsible for the overall discipline, tone and culture of Boarding in the College.
- 3.5.6 To communicate to parents when necessary of serious disciplinary action taken by the College and to document this on College database.
- 3.5.7 To ensure that all members of the Boarding Staff work closely with support personnel such as the Centre for Learning Support, the College Counsellors, the Ignatian Centre, Jesuit leaders, Heads of House (Years 7-12) or Homeroom teachers (Year 6), and parents in the case of a boarder in their care experiencing difficulty.
- 3.5.8 To work closely with the Rector and the College Chaplain to promote the liturgical and spiritual life of the Boarding Community.

3.6 Student management / administrative supervision

- 3.6.1 To work with the Boarding Team to develop and implement an effective operational schedule for the Boarding Divisions including daily timetable, weekend activities, attendance at College events, liturgies and celebrations.
- 3.6.2 To ensure that boarders experience a safe living environment at all times.
- 3.6.3 To provide for safe transport of boarders to and from College activities including weekend sport, and to home at the end of each term.

- 3.6.4 To ensure that the Boarding Team has in place effective procedures to oversee the movement, behaviour and hygiene of boarders at all times.
- 3.6.5 To ensure that boarders who require Health Centre support and/or hospitalisation are adequately supported.
- 3.6.6 To oversee the operations of the Health Centre liaising with the Senior Matron on relevant issues.
- 3.6.7 To work in collaboration with the Deputy Principal Staff and other members of the School Leadership Team to ensure consistency in the Boarding team's working conditions and their teaching involvement.
- 3.6.8 To assist in facilitating the Boarders' Food Committee to support the quality controls on Catering.

3.7 College fabric

To ensure that the College buildings, landscape and equipment used by the boarders are kept tidy, cared for, maintained and regularly refurbished in line with the overall College development and maintenance planning.

3.8 Communication

- 3.8.1 To establish effective means of communication with colleagues in the School Executive and Heads of Division in regard to their ongoing understanding of all aspects of the operation of the Boarding Divisions.
- 3.8.2 To ensure that all members of the boarding community (including parents) are regularly informed of issues, developments and activities.
- 3.8.3 To ensure that members of the Boarding Team and each of the Division Teams develop and maintain effective communication with Heads of House and Homeroom teachers in regard to boarders.
- 3.8.4 To circulate Boarding reports to parents three times a year and to co-ordinate the necessary follow-up when required.
- 3.8.5 To share Boarding updates regularly in the College's Viewpoint newsletter for the community.

3.9 Availability

- 3.9.1 To be readily available to parents of boarders, and to ensure that parents have adequate information to enable easy access to staff and students.
- 3.9.2 To ensure that all members of the Boarding Team and the Boarding Staff are accessible to boarders appropriately.
- 3.9.3 To ensure that the Boarding Divisions promote and deliver an open-door policy with a minimum of formality.

3.10 Boarder parents

- 3.10.1 To liaise with and assist the Boarder Parents Association with organisation of social functions, communication to parents, and meetings.
- 3.10.2 To work closely with the Convenor of the Boarder Parents' Association to respond to parent concerns.

3.11 Academic performance

- 3.11.1 To foster a climate of academic excellence in the Boarding House by the allocation of appropriate staff to each division.
- 3.11.2 To maintain importance of study times with minimum disruptions.
- 3.11.3 To allocate tutorial staff to divisions for the purpose of assisting all students achieve their academic potential.
- 3.11.4 To provide study seminars, skills sessions, and guest speakers to aid students in their study.
- 3.11.5 To ensure appropriate reward systems are in place to encourage students to study well and also publicly acknowledge those working well.
- 3.11.6 Read all senior boarders academic reports and compliment or challenge individual students.
- 3.11.7 Ensure that all students are graded on their study effort each night.

3.12 Marketing

- 3.12.1 Research and stay abreast of current trends in Boarding.
- 3.12.2 Work closely with the Advancement team to promote boarding by ensuring Boarding is represented at Country visits and Boarding Expos.
- 3.12.3 Maintain Boarder enrolments by conducting personalised tours of the boarding facilities.
- 3.12.4 Maintain website with current information on Boarding at Saint Ignatius' College.
- 3.12.5 Assist the Advancement Office with marketing materials such as Boarding Prospectus, DVDs, etc.
- 3.12.6 Report to College Council on Boarding.

4. TEACHING REQUIREMENTS

The Director of Boarding will carry a 0.2 fte teaching load or as discussed with the Principal

5. WORK HEALTH AND SAFETY (WHS)

Actively support and contribute to the maintenance and development of a safe working environment by:

- 5.1 Identifying and reporting incidents/hazards/injuries (and reacting appropriately to potential hazards).
- 5.2 Participating in WHS training and education as appropriate.
- 5.3 Engaging with College policies and procedures around WHS.

6. SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Saint Ignatius' College Riverview takes child protection seriously, and as an employee of the College, the Director of Boarding is required to meet the behaviour standards outlined in our Safeguarding code of conduct. A copy of these guidelines/ College's Code of Conduct will be provided as part of the induction process, which can also be accessed on the College website.

Therefore, as a part of the duties and responsibilities, the Director of Boarding is also required to:

- 6.1 Participate in Child Protection training and education as appropriate
- 6.2 Provide a welcoming and safe environment for children and young people
- 6.3 Promote the safety and wellbeing of children and young people to whom we provide services
- 6.4 Ensure that your interactions with children and young people are positive and safe
- 6.5 Provide adequate care and supervision of children and young people in your charge
- 6.6 Act as a positive role model for children and young people
- 6.7 Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- 6.8 Maintain valid 'working with children' documentation
- 6.9 Undergo periodic 'national criminal history record' checks
- 6.10 Report to management any criminal charges or convictions you receive during the course of your employment that may indicate a possible risk to children and young people.

7. TERMS OF EMPLOYMENT

The Director of Boarding is appointed on contract for a period of three years renewable on the completion of a successful performance appraisal.

8. PROFESSIONAL REVIEW CONDITIONS

The appointee to this position will be required to undergo a yearly professional review with the Principal or his nominee and a comprehensive performance appraisal during the period of the appointment. The performance review will be conducted at the request of the Principal by an appraisal panel chaired by an independent consultant.

9. REMUNERATION

The remuneration for this position will be commensurate with qualifications, skills and experience, and will be reviewed annually in accordance with College guidelines.

The Director of Boarding is required to live on campus therefore accommodation and utilities (including home telephone, electricity, gas, water and mobile phone) are provided.