



MOUNT ALBERT GRAMMAR SCHOOL

Job Description

Assistant Director of Boarding

- Responsible to:** Director of Boarding
- Functional Relationships with:** House Masters, students, parents and guardians, guidance staff, kitchen and services staff, sport staff, property manager, Headmaster, Associate Principal, Deputy Principals and junior/senior Deans, teaching staff, wider school community
- Hours of Work:** fulltime (includes a full teaching load and rostered weekend and evening work)
- Objectives:**
- Establishing, building and maintaining positive relationships between boarding staff, teaching staff, students and parents.
 - Providing a happy, caring, secure and stable environment (both physical and emotional) for boarding students.
 - Having the welfare of boarding students as a paramount concern
 - Promoting the school as a caring and nurturing environment dedicated to the well-being and education of students.
 - Working in the best interests of the school
- Work Hours:**
To include but not strictly limited to:
- Week days during the school term and as required at the beginning and end of the school holidays.
 - Evening and morning duty per week as per roster.
 - Weekend days during the school term as per roster.
- Qualifications Preferred**
- Current First Aid Certificate.
 - Current full driving licence.
 - Some counselling skills would be an advantage.

Person Specification

- Enthusiastic, self-motivated and flexible committed to providing a positive boarding experience for all students.
- Excellent interpersonal skills, with the ability to relate well and respond effectively to the requests of students, parents and staff.
- Excellent organisational and administrative skills, with the ability to use initiative and forward planning in order to meet deadlines.
- Computer literate – competency with Microsoft and KAMAR preferable.
- Good English skills (i.e. spelling and accuracy, ability to draft letters and reports).
- Ability to work and perform well in a sometimes demanding and stressful environment by following set procedures and adhering to school policies and guidelines.
- Ability to manage pastoral care issues of boarders and follow disciplinary procedures when required.
- Team worker.
- Problem Solver.
- Genuine interest in the well-being of teenagers.
- Professional appearance and manner.
- Supportive of Mount Albert Grammar School, recognising that all contacts with the wider public are ‘PR’ opportunities.

Key Tasks

- Will deputise for the Director of Boarding, when the Director is absent for a period of time.
- Assist the Director of Boarding to provide clear systems of expected behaviour and fair discipline
- Assist the Director of Boarding to manage the pastoral needs of the students,
- Assist the Director of Boarding to have a system in place to ensure that each boy contributes positively to daily functioning of School House.
- Assist the Director of Boarding to ensure each boy is given the best medical care.
- Meet regularly with the prefects.
- Meet regularly with the Director of Boarding
- Assist the Director of Boarding to ensure homework and prep sessions are productive by establishing an environment that is conducive to good study habits and providing assistance to those who need it.
- Assist the Director of Boarding to communicate with parents and school staff regarding student academic successes/struggles and well-being.
- Ensure the Director of Boarding and other staff, as appropriate, are kept up to date with developments and results affecting the boarders
- Meet with individual students to discuss their academic progress and well-being and report back to stakeholders
- Maintain appropriate records around students academic and pastoral needs and manage referrals as necessary
- Take an active part in the School House Orientation programme
- Assist the Director of Boarding to check that the grounds and facilities are functional, being used appropriately and if required, report repairs and maintenance needed to the Director of Boarding.
- Assist the Director of Boarding with financial matters as required.

- Assist in the management of School House staff and contractors, this includes, but is not limited to, ensuring staff and contractors fulfil their responsibilities and assist with appraisal as needed.
- Be on call, and attend to, any event or emergency that may arise.
- Perform hostel duties as required, as per the roster.