



MOUNT ALBERT GRAMMAR SCHOOL

Job Description

Director of Boarding

Responsible to:

Headmaster

Functional Relationships with:

House Masters, students, parents and guardians, guidance staff, kitchen and services staff, sport staff, property manager, Associate Principal, deputy principals and junior/senior deans

Hours of Work:

fulltime (includes 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 students living in the boarding houses.
- Having the welfare of students in the boarding houses as 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.
- At least one evening and one morning duty per week as part of the roster.
- Occasional weekend days during the school term (for boarding activities as required).

Qualifications Preferred

- Current First Aid Certificate.
- Current 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 including international students.
- Excellent interpersonal skills. Relates well and responds effectively to the requests of students, parents and staff.
- Excellent organisational and administrative skills. Able 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 leader and team worker.
- Genuine interest in the well-being of teenagers.
- Professional appearance and manner.
- Supportive of Mount Albert Grammar School and recognises that all contacts with the wider public are ‘PR’ opportunities.

Key Tasks

- To lead the team responsible for attending to the needs of boarding students and ensure students can comfortably relate to the adults in charge of their well-being,
- To oversee the daily routines and duties involved in the smooth running of the boarding houses to ensure physical and emotional welfare needs of the students are met.
- To maintain safe, secure and happy boarding houses where students are secure physically and emotionally.

Key Tasks and Expected Outcomes

Relationships

Lead the team responsible for attending to the needs of boarding students and ensure students can comfortably relate to the adults in charge of their well-being

Oversee supervision of and have responsibility for the boarding houses

- Ensure a positive welcoming relationship with families.
- Communicate with and respond to parents and guardians in timely, appropriate and professional manner.
- Be available to meet with parents.
- Keep detailed records.
- In consultation with the Headmaster set and maintain clear and fair guidelines for all regular routines in the hostel.
- Hold regular meetings with the Headmaster or his delegate.
- Maintain high standards of student personal organisation and hygiene and ensure students clearly understand what is expected of them. Senior students will understand their responsibilities. The School House Code of Conduct is communicated and observed.
- Oversee dining room etiquette.
- Maintain systems for monitoring the eating habits of the students.
- Annually self-review the boarding house’s policy, procedures and compliance issues.

<ul style="list-style-type: none"> • Develop strategic plans and directions for boarding house's development • Oversee the co-ordination of out of school activities and supervise as required. • Attend regular and appropriate professional development.
<p>Student leave arrangements will be co-ordinated according to school policy</p> <ul style="list-style-type: none"> • All affected parties consulted. • Appropriate staff informed.
<p>Supervise and organise the staff in the boarding houses</p> <ul style="list-style-type: none"> • Maintain appropriate job descriptions for the staff in the boarding houses. Amendments will be made as needed after consultation with the HR Manager and/or Headmaster. • The Director of Boarding will participate in the short listing and selection of new staff members. Final selection of new staff will be made in conjunction with the HR Manager and the Headmaster. • Liaise with the HR Manager to ensure that all employment documentation is correctly and expeditiously completed. • Staff at the boarding Houses will have clear guidelines for the duties they must fulfill and the hours that they are expected to be available for work by arranging duty rosters so that all duties are covered and supervision of students at key times is ensured. • Copies of rosters will be posted so that they are readily accessible to students and to boarding house staff. Copies of procedures and rosters will be supplied to the appropriate staff (e.g. Associate Principal, chef) • Ensure the duties of the boarding house staff are fulfilled efficiently and to the required standard. • Complete annual performance reviews of boarding house staff and be annually reviewed by the Headmaster or his delegate. • Dismissal of staff must always be handled in conjunction with the Headmaster, Business Manager and the HR Manager. • Hold regular staff meetings with boarding house staff.
<p>Student Management</p> <ul style="list-style-type: none"> • Ensure the boarding houses Code of Conduct is communicated and observed. • Have day to day responsibility for the management of student behaviour and associated disciplinary procedures in the boarding houses. Ensure fair procedures and consistent enforcement is in place for the management of student behavior. • Students will be supervised in their out-of-class situations and their domestic and pastoral needs will be met. • Students will be supervised and supported in their academic endeavours, this includes ensuring homework, assessments, study, tutoring and contact with home is done as needs arise • Be kept informed by the staff of the boarding houses all incidents relating to the behaviour, health and wellbeing of the students. • Keep the staff of the boarding houses and the school informed about student behaviour, health and well-being as appropriate and bearing in mind privacy and confidentiality issues. • Keep the Associate Principal informed of behaviour causing concern and immediately report behaviour of major concern. • Hostel procedures will be clearly explained to new students. • Write reports, as required, for students.

Reports <ul style="list-style-type: none"> • Submit monthly reports to the Board of Trustees
Wider Community <ul style="list-style-type: none"> • Work with the Headmaster and Board of Trustees in the best interests of the school • Promote the philosophy of Mount Albert Grammar School as a caring and nurturing environment dedicated to the wellbeing and education of students.
Environment Maintain safe, secure and happy boarding houses where students are secure physically and emotionally.
Boarding Houses <ul style="list-style-type: none"> • Ensure that boarding houses are prepared for the start of each term. • Ensure a high standard of presentation and cleanliness of the boarding houses. • Co-ordinate and organise day to day repairs and maintaining using the school preferred contracts, as supplied by the Property Manager • Work in conjunction with the Business Manager and Property Manager (following school policy) in relation to capital building and repairs and maintenance • Use resources efficiently with a focus on sustainability. • Develop strategic plans and directions for the boarding houses development
Safety Procedures <ul style="list-style-type: none"> • Liaise with the Headmaster, Associate Principal, Deputy Principals, Business Manager and Property Manager, to ensure that all safety and evacuation procedures are understood and followed by both the staff of the boarding houses and the students. • Undertake regular evacuation practices and keep records. • Ensure procedures comply with the requirements of the Fire Safety & Evacuation of Buildings Regulations. Information regarding Fire and Lockdown procedures are clearly posted.
Security procedures <ul style="list-style-type: none"> • Be familiar with the security systems within the school and building houses. In conjunction with staff, ensure that all areas of boarding houses are secure each night before retiring.
Welfare Oversee the daily routines and duties involved in the smooth running of the boarding houses to ensure physical and emotional welfare needs of the students are met.
Physical Welfare <ul style="list-style-type: none"> • Ensure that policies and procedures that cover student welfare are adhered to and reviewed. • Know about and approve the dispensing of medication. • Maintain good communication with parents and keep them well informed about their child's health, especially when they are ill. • Oversee the arrangements for doctors, orthodontists or other medical practitioners to visit school or for students to visit doctors or other medical practitioners out of school as needed. • Equip key places within and around School House with adequate and well maintained first aid boxes. • Inform the school via the School Absence system, each morning of any student who is in sick bay and of any student who is out of school for any medical reason.

<ul style="list-style-type: none"> • Be available (or representative) at sports' and cultural functions. • Organise and supervise (or, when appropriate, delegate supervision to a member of the staff of the boarding houses) a variety of appropriate and interesting activities over each term. Complete the necessary RAMS forms.
<p>Pastoral and Emotional Welfare</p> <ul style="list-style-type: none"> • Ensure that policies and procedures that cover student welfare are adhered to and reviewed. • Be available to students as reasonably required to meet their emotional and personal needs. • Provide students with opportunities to develop personal and social skills to enable them to make the most of their opportunities at Mount Albert Grammar School, and to become independent young adults who are able to take personal responsibility. • Liaise with students, parents and staff as appropriate. • Participate in regular school pastoral/guidance meetings and attend staff briefing per appropriate. • Consult with the Guidance Counsellor and/or school nurse to initiate and facilitate specific life skills and pastoral care programmes to meet the needs of the students.
<p>Finance</p> <p>Accurate financial records are maintained and expenditure is within the allocated budget</p>
<ul style="list-style-type: none"> • Accurate financial records are kept • Ability to remain within the yearly budget is apparent • Appropriate administrative and accounting procedures are followed • Accurate record keeping of assets is maintained • Contracts (for outside services e.g. catering, laundry, cleaning) are reviewed in consultation with the Business Manager • Contracts (for outside services e.g. catering, laundry, cleaning) are managed.