ASSISTANT HEAD OF BOARDING HOUSE

St Joseph's Nudgee College is a Catholic boarding school in the Edmund Rice Tradition for boys in Years 5-12. The College caters for students from the local Brisbane area, regional and remote Queensland, interstate and overseas. We uphold the values of Edmund Rice Education Australia (EREA) in providing quality Catholic education to students.

The College first and foremost educates young men and promotes their formation in Christian virtue and conscience. As members of an inclusive faith community, each of us strives to be a visible Sign of Faith, *Signum Fidei*. We engage in partnerships where each person is empowered and enriched. Our community enjoys and celebrates life with creativity and passion. We respect the dignity of the individual and value their story.

Nudgee College Boarding

Mission Statement - *Nudgee College Boarding provides a home away from home that seeks to form young men to be Signs of Faith to all.*

In living our mission statement, our boarding staff are student-focussed and relationship-driven. We hold high expectations of our boarders, and of each other as a collaborative staff. In our daily practice, we aim to reflect the charism of Edmund Rice and the specific values that we hold close to us in our Boarding Village. The following values were created through consultation with our staff and students.



Nudgee Boarding cherishes the diversity of our community and provides outstanding care for boys from a wide array of backgrounds. We have 300 boarders from regional Queensland, interstate, overseas, and metropolitan areas. In addition, we are proud to provide care for a number of boys from Aboriginal and Torres Strait Island nations.

Assistant Head of Boarding House

The Assistant Head of Boarding House (AHoBH) is a vital pastoral figure and leader in the Nudgee boarding community. The AHoBH will support the Head of Boarding House in the effective leadership and management of the Boarding House. Boarder wellbeing and safety are at the core of this position, necessitating the requirement for high standards of duty of care. This role is responsible for developing and maintaining a safe, nurturing and responsive environment that provides boarders with opportunities to develop spiritually, intellectually, emotionally, socially and physically. The role requires the AHoBH to gain an intimate understanding of the boys in their care through personal interactions and observation. This role also plays a pivotal role in preventing poor behavioural choices and responding to unfavourable conduct as needed.

Other key responsibilities include modelling expectations, communicating with families, reading and compiling reports, overseeing daily processes and generally contributing to boarders' holistic education. This role requires dedication, flexibility, initiative, maturity, discretion and sensitivity to individual boarders' needs.

In addition, as a leader in the boarding community, the Assistant Head of House should demonstrate a commitment to professional and personal growth. The school will provide regular opportunities for professional development, which should be met with enthusiasm.

Preferably, this role is a residential position with accommodation provided on-site. The position lends itself to someone who is invested in the community and willing to be present at times when they are not "on-duty". Additionally, family members of the successful AHoBH would be welcomed as a part of the Nudgee Boarding Family.

Preferably, this position is a teaching position within Nudgee College with an adjusted teaching load.

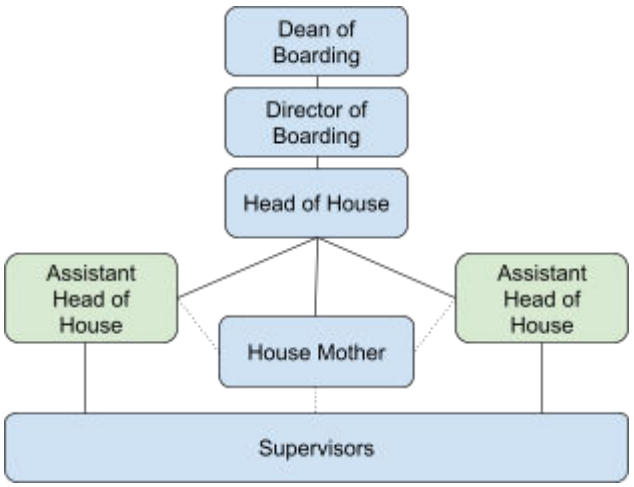
Team Information

This position is a member of the Boarding Leadership Team, and reports to the Head of Boarding House, Director of Boarding and/or Dean of Boarding. The Boarding team is responsible for the care, support and formation of boarders throughout their time at the College. This team works to provide a home away from home for boarders, developing and maintaining a safe, nurturing and responsive environment that provides boarders with opportunities for holistic development. Integral to this team's success is the ability to create and promote an active and vibrant Catholic boarding community.

Each boarding house consists of a Head of Boarding House (HoBH), two Assistant Head of Boarding Houses (AHOBH) and a House Mother. Whilst the AHoBHs have oversight and input into the leadership of the entire house, each AHOB will assume primary responsibility for an allocated group of students.

Key Professional Relationships

Assistant Head of Boarding House, Head of Boarding House, Director of Boarding, Dean of Boarding, Dean of Students, students and parents.



Primary Duties

Leadership

- Provide professional guidance and assistance to boarding staff to develop and promote best practice.
- Assist with implementation of Formation for Boarding students within the Boarding house.
- Assist the Head of Boarding House with setting the tone of the Boarding house.
- Serve as a vital presence in and around the Boarding Village.

Pastoral Care

- Ensure that boarder wellbeing is the primary focus of the role.
- Develop and maintain an environment in which the dignity of the individual is nurtured and protected.
- Assist with actioning programs developed for the social education of the boarders.
- Assist with maintaining effective communication with parents/guardians in relation to their son's progress and development.
- Assist with the provision of relevant opportunities for exercising leadership.
- In conjunction with the College Psychologist (Boarding), counsel boarders and associated people when required.
- Promote an ethos of care with regards to the use of property, College resources and the environment.

Faith

- Assist with actioning faith programs, providing meaningful opportunities for faith formation for boarders.
- Use the charism of Edmund Rice and the Catholic Church to guide the boarders.
- Live according to the Gospel values.

Academic Achievement/Personal Development

- Assist the Boarding Academic Program Manager and the Head of Boarding House in the implementation of new and existing programs to support boarders in achieving personal excellence in their academic pursuits.
- Promote and encourage a positive homework and study environment.

- Assist in the process of monitoring students' academic progress, liaising with Academic staff to improve learning and study habits.
- Assist boarders in the completion of assigned tasks in absence of parental supervision.
- Encourage the use of the Reach for the Stars Boarding tuition program.
- Develop cooperative opportunities for boarders to enhance learning and assignment tasks.
- Assist Head of Boarding House to ensure students are actively involved in extracurricular activities.
- Assist Head of Boarding House with the development and application of strategies to assist and support students in terms of positive behaviour, dress and deportment.

Administration

- Read and compile thorough duty/incident reports.
- Assume responsibility for the efficient and effective management and operation of the Boarding House.
- Follow processes in order to add hosts, approve leave and manage the REACH system.
- Supervise the work undertaken by the Boarding staff in the Boarding House.
- Maintain a safe environment for Boarding students by being vigilant about Health & Safety issues.
- Assist with coordinating and monitoring all leave arrangements for Boarding students, where necessary.
- Attend and contribute to Boarding meetings.

Communication and Community Engagement

- Develop and maintain clear lines of communication with staff, students and families.
- Provide updates for families on their son's progress. This may include informal updates through community social media groups (as per the policy and protocols).
- Attend Regional Tours and promotional events as requested/required.
- Attend community events as requested/required.
- Contribute to a positive, Catholic community in the boarding Village.
- Promote Nudgee College Boarding in the wider community.

Expected Knowledge, Attributes and Competencies

- Considered approach to holistic education.
- A passion for residential care and education.
- Belief in the benefit of an all-boys, boarding education.
- Understanding of students' needs and individual differences.
- Excellent interpersonal skills, including experience with adolescent males.
- Patience and tolerance for student support and guidance.
- Demonstrated ability to work autonomously and in a team setting.
- Ability to listen and communicate effectively.
- High-level problem-solving skills.
- Ability to translate planning into action.
- Excellent organisational skills.
- A high degree of professional judgement and confidentiality.

Mandatory Requirements

- Current registration with Queensland College of Teachers (or ability to obtain).
- Duty of Care certification (or willingness to obtain).
- Current Senior First Aid qualification.
- Current Drivers' License.

- Employment at the College is subject to Commission for Children and Young People and Child Guardian legislation.

Selection Criteria

- Demonstrate commitment to goals and aims of Catholic education in the tradition of Edmund Rice.
- Be professionally competent, ensuring day-to-day behaviours/presentation reflect school values.
- Substantial knowledge of and experience in working with adolescent males.
- Demonstrated excellence in working under pressure in collaboration with others in a team.
- Ability to demonstrate compassion and understanding in handling sensitive personal matters.
- Highly developed communication and life skills.

Position Details

- This position is a Full Time position.
- This is a teaching role. The teaching component is 65% of the normal teacher load.
- The remuneration package for this position includes:
  - ❏ Teacher classification (as applicable)
  - ❏ Responsibility Allowance
  - ❏ On site house
  - ❏ Use of College facilities
- This position is under the Catholic Employing Authorities Single Enterprise Collective Agreement.

This position is under the current Catholic Employing Authorities Single Enterprise Collective Agreement. Negotiable with the Dean of Boarding: accommodation, use of College facilities (library, sporting areas).

The Assistant Head of Boarding House will be expected to perform all tasks and duties assigned to the role and will be required to work whatever reasonable hours are necessary to get the job done. This may include weekend work and after-hours work and to be contactable by phone at all times. Whilst there is some flexibility in working hours, as long as the position goals are achieved, there is no structured time off in lieu.

Additional Factors

- Mandatory attendance at general Boarding meetings and Boarding related meetings.
- Attendance at professional development opportunities on an annual basis.
- Flexibility with working hours is an expectation of this position.
- The Principal and the Deputy Principal may direct the completion of other reasonable, relevant duties.
- The College reserves the right to modify this position to meet its operational needs.
- Any damage to accommodation should be reported, with explanation, to the Director of Property & Services. Wilful damage must be paid for in its entirety and may jeopardise employment at the College.

Employment at Nudgee College

Prospective applicants should consider that all employees at the College are expected to:

- Support the ethos and aims of Catholic education in the Edmund Rice Tradition;
- Operate with Gospel Values of compassion, justice, truth and service at the core of your dealings with students, parents, staff and the wider community;
- Have an awareness of, and support for, the Charter and key EREA policies, procedures and practices;
- Be familiar with and have the ability to work towards achieving goals outlined in the Strategic Plan;
- Display a high level of professional competency and ensure behaviour and personal presentation reflect the College's values and professional expectations;

- Develop the notion of team wherever possible, encouraging cohesion and enthusiasm;
- Be committed to self-development and ongoing professional development;
- Be supportive of the social justice, cultural and sporting co-curricular programs of the College;
- Have knowledge/awareness of Workplace Health & Safety, Equal Opportunity and Anti-Discrimination requirements applicable in the work environment;
- Respond to the operational needs of the College and to other duties directed by the Principal or Deputy Principal, when required.

This position description was last reviewed in May 2022 by the Dean of Boarding.

Agreement

I acknowledge that I have read and understood the above duties, expectations and requirements specific to the position. I confirm that my skills and/or qualifications meet the requirements for this position.

Name: _____ Signature: _____ Date: _____