Rostrevor College

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Boarding Coordinator

Position Information Document

Position Title	Boarding Coordinator
ESO Grade	4
ESO Stream	Boarding
Employment Type	Permanent
Line Manager	Deputy Principal
Key Working Relationships	Director of Boarding Boarding Coordinator Boarding House Administrator Boarding Supervisors & Boarding Tutors

Rostrevor College is a Catholic College owned and governed by Edmund Rice Education Australia, the local community and Principal are empowered with the responsibility of plotting the future course for the College; a course that best captures the aspirations of local families. In doing so, we use The EREA Charter and the four touchstones of Gospel Spirituality, Justice and Solidarity, Inclusive Community and Liberating Education to shape our planning as a contemporary College that is grounded in the Edmund Rice Tradition.

The importance of guiding and providing support to young people living and learning at Rostrevor College cannot be overstated, especially as parents entrust the care of their son to the staff of Duggan House.

Under the direction of the Director of Boarding, the Boarding Coordinator will provide of a high standard of supervision and care to the College's boarders. They actively engage in and support the day-to-day supervision of boarders and inform the practice of Boarding Supervisors and Tutors. The Boarding Coordinator is responsible for supporting the pastoral care, academic progress and success, activities and programs, study, supervision, co-curricular participation, and behaviour management of boarders.

The Boarding Coordinator will oversee the activities program of Duggan House, the onboarding and induction of new staff, as well as monitoring the academic progress and wellbeing of all boarders. They will serve as a member of the Boarding Leadership Team and will monitor and coordinate operations in the absence of the Director of Boarding.

BROAD PURPOSE

As a member of the Boarding Leadership Team, the Boarding Coordinator will work closely with the Director of Boarding, Administration Officer – Duggan House, Boarding Supervisors and Boarding Tutors with relation to all boarders and their experience at Rostrevor College.

They will have a key focus of the pastoral care of boarders, including behaviour management, and in associated administrative matters. They will play a key role in monitoring the academic data and progress for boarders, as well as in overseeing and coordinating enriching activities for boarders.

The Boarding Coordinator will:

- Actively contribute to the Catholic ethos and EREA Touchstones and values of the College.
- Work closely with the Director of Boarding and boarding staff to maintain the highest standards across all facets of Boarding.
- Under the direction and guidance of the Director of Boarding, understand and respond to best practice standards and regulations for Boarding.

- As a member of the Boarding Leadership Team, analyse and respond to issues as they arise within the Boarding House, resolving matters in a systematic, collaborative and effective manner.
- Guide, inform and support best practice for Boarding Supervisors, including training and inducting new staff in ensuring their understanding of processes and procedures.
- Work collaboratively with colleagues, parents and families, and students to facilitate the development of all boarding students.
- Be empathetic to the needs of the young people entrusted to their care.
- Promote conditions allowing boarding students to achieve their maximum potential.

KEY AREAS OF WORK

The Boarding Coordinator will be required to undertake duties including, but not limited to, the following:

Student Supervision

- Actively supervise and engage with boarding students, promoting a positive environment within the Boarding House to ensure this is their home away from home
- Regularly monitor and supervise students in all areas of the Boarding House
- Support students in their understanding of College expectations regarding personal conduct
- Support Boarding Supervisors in their approach to problem solving and managing student matters of an urgent or extraordinary nature

Pastoral Care & Student Wellbeing

- Work closely with the Director of Boarding and Boarding staff in providing pastoral care and supporting the welfare of all students of the Boarding House
- Provide genuine care and support to the students of Duggan House, and work with colleagues to create a positive and collaborative living and learning environment
- Support the wellbeing, behaviour education and behaviour management of boarding students
- As a member of the Boarding Leadership Team, engage with contemporary pastoral theory and practice as it applies to the care of boarding students
- Using data and in collaboration with staff, identify students 'at risk' and coordinate required supports, informing and working closely with the Director of Boarding

Boarding Operations

- Support and further develop the partnership of the College and Boarding House
- Coordinate and support the day-to-day operations of Duggan House effectively and efficiently
- Support students as they transition to life as a boarder, ensuring support and care and where necessary to facilitate the support of student, peers, and staff
- Support positive relationships for students, staff, and community, both within the Boarding House and more broadly throughout the College
- Undertake required administrative duties, such as contributing to Boarding House meetings, Boarding Leadership Team meetings, boarding reports, and recording student attendance
- Ensure professionalism and maintenance of professional practices and boundaries with students, and set a positive example for students of the Boarding House
- Perform regular checks of Boarding areas, reporting absences or concerns as they arise

- In collaboration with the Director of Boarding, liaise with families of boarders and record contact with families appropriately
- Transport boarding students to and from the Boarding House as required, such as to medical appointments, co-curricular commitments and other activities and events
- In line with the Rostrevor College Medication Policy, distribute medications to boarding students as required

Staff Support

- Coordinate and oversee the induction of new staff to the Boarding House, providing support as new staff learn the scope and duties of their role
- Ensure new staff are provided with a sound understanding of practices, processes and procedures in Duggan House, including student attendance, leave processes, and medication distribution

Academic & Study Support

- In collaboration with the Directors of Wellbeing and Director of Boarding in using student data, track the academic progress of boarders and identify students 'at risk'.
- In collaboration with the Director of Boarding and staff, coordinate and engage relevant supports to ensure identified students are supported as required
- Encourage and support students in their studies, liaising with staff regarding student learning
- Monitor the completion of homework and work requirements during designated study time

Activities Program

- Develop, maintain and continuously improve the Activities Program for boarders of Duggan House, offering a variety of on-site and off-site activities
- Taking an informed approach, utilise staff and student perspectives and insights in developing and improving the Activities Program
- Ensure activities are offered in line with College budgets and financial considerations
- Incorporate activities which are enriching, active, engaging and enjoyable

Faith Formation

- Organise, encourage, and participate in Faith Formation within the Boarding House
- Actively engage in the Catholic practices of the College, supporting students in their participation in Masses, Chapel and Prayer, and Reflection sessions

General

- As part of the ongoing staffing roster of Duggan House, be on call for emergency response and staff support on a regular, rostered and systematic basis
- On occasion, undertake reasonable duties during allocated sleep-time overnight, as required
- Engage in professional development opportunities identified to be of benefit to the provision of contemporary knowledge and practices in boarding roles and environments
- Perform any other duties in line with your current classification as required from time to time at the discretion of the Principal or delegate.

PERSON SPECIFICATION

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Demonstrated broad knowledge base with substantial depth in operational competency to fulfil the requirements of the role. Previous school Boarding House leadership is highly desirable.
- Excellent interpersonal and communication skills combined with leadership experience and supervision of others to be a positive role model and contribute as an effective team leader and member.
- Fully competent in undertaking the role requirements, requiring little or no guidance during the performance of work to achieve all stated objectives.
- Demonstrated ability in taking responsibility for own outcomes within broad parameters to effectively fulfil the requirements of the role, including a high degree of initiative, discretion and capacity to program own work, and the work of others.
- Experience in researching and evaluating information along with forecasting and planning to actively support the management of the Boarding House.
- Ability to analyse, diagnose, design and implement solutions across a broad range of operational functions, including preparation of a budget and management of same.
- Excellent organisational and time management skills to undertake required tasks in a timely and competent manner and support others to achieve same.
- High level computing skills and knowledge using Microsoft Office (i.e. Outlook, Word, Excel).
- Comprehensive understanding of and active commitment to always apply safe work practices and proactively identify and mitigate WHS matters.
- Demonstrated experience in the application and compliance of professional boundaries.
- Display a neat and tidy standard of dress suitable to the role requirements.
- Ability to always maintain confidentiality.
- Ability to effectively lead, guide, and support students and other staff during unexpected situations or emergencies and ensure compliance of procedures required to manage these situations.

ROLE REQUIREMENTS

- A relevant qualification (e.g. Certificate IV in Administration, School based Education Support) and/or demonstrated equivalent competencies identified in relevant certifications at this grade.
- Act in accordance with the CESA Code of Conduct, EREAC Code of Conduct and all other applicable guidelines provided by EREAC and CESA.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid Qualification as directed by the school.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
    - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
    - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
    - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.