

# Deputy Director of Boarding



LORETO  
COLLEGE

[www.loreto.sa.edu.au](http://www.loreto.sa.edu.au)

<b>Role</b>	<b>Deputy Director of Boarding</b>
<b>Employment Status</b>	Permanent part-time
<b>Commencement Date</b>	12 September 2022
<b>Terms</b>	34.0 hours per week for 38 weeks per year 21.0 hours per week for 2 weeks per year  Total weeks per year – 40 weeks per year
<b>Classification</b>	Education Support Officer Boarding House Stream Grade 5 Year 1
<b>Responsible to</b>	Director of Boarding

## **Loreto Mission**

The Mission Statement for Loreto Schools of Australia states:

*A vigorous belief in the capacity and responsibility of women to contribute significantly to society and to the church underlies the emphasis in our tradition on the education of girls.*

*It builds on Mary Ward's conviction that 'women in time to come will do much' and is inspired by her independence of spirit, her strength of mind, her tenacity and her courage in breaking new ground. Yet, for all her passion to redress an imbalance, her fundamental belief was that men and women alike found their deepest truth and ultimate value in God. There is still an urgent need today to recreate the vision of what it is to be fully human, for men as well as women. It is therefore our task to educate beyond the stereotypes. It is our hope that those involved in our schools will act freely, courageously and in a spirit of collaboration to affirm the dignity of each individual and to further the cause of human rights.*

*This is our vision: that Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.*

All Loreto schools in Australia share the same set of values: freedom, justice, sincerity, verity and felicity. These values are at the heart of our educational philosophy and shape our identity as a school.

## Position Overview

The Deputy Director of Boarding is responsible for supporting the Director of Boarding in all aspects of the boarding program ensuring the highest standards of academic and pastoral support for boarders.

The Deputy Director of Boarding works with the Director of Boarding to ensure that the overall program of wellbeing, study, supervision, co-curricular activities and discipline for the boarding community operates efficiently.

The Deputy Director of Boarding will ensure that the boarding house provides a safe, caring and compassionate community for the boarding students. The Deputy Director of Boarding is accountable to the Director of Boarding.

The Deputy Director of Boarding, in the absence of the Director of Boarding, will act as the primary contact.

The Deputy Director of Boarding will be required to sleep over in the boarding house on one night per week and also for emergency or relief situations. The Deputy Director of Boarding's hours and days of work are as negotiated with the Principal and Director of Boarding. Any changes to days and hours of work can only occur after consultation with the Principal and Director of Boarding.

The Deputy Director of Boarding is responsible for:

Area	Responsibilities and Expectations
<b>Responsibilities for Boarding</b>	<ul style="list-style-type: none"><li>• in the absence of the Director of Boarding, taking responsibility for all Boarding operations;</li><li>• communicating and updating the Director of Boarding on all boarding issues of significance;</li><li>• working closely with the Director of Boarding in creating and fostering a warm and welcoming community environment which reflects the Loreto values;</li><li>• undertaking scheduled duty shifts in accordance with the boarding roster;</li><li>• being available to pick up and drop off international and interstate boarders from the airport;</li><li>• providing supervision in the Boarding House on occasions when international and interstate boarders arrive outside of boarding hours;</li><li>• assisting the Director of Boarding to monitor the arrival and departure of boarding students during key periods;</li><li>• maintaining an active presence in the Boarding Houses to ensure that a positive boarding environment is maintained;</li><li>• assisting Boarding Assistants and providing support and supervision;</li><li>• encouraging a cooperative team approach, through sound and regular communication and adherence to policy and practice;</li></ul>

- assisting and supporting new boarders to settle into the Boarding House environment;
- assisting the Director of Boarding in running major events in boarding;
- assisting the Director of Boarding in taking special care and interest in boarders by meeting with them regularly and knowing them and their families well;
- providing and promoting clear expectations of appropriate student behaviour;
- ensuring that boarding students maximise the use of supervised study time;
- ensuring boarding staff are completing boarding reports at the end of each term;
- in the absence of the Director of Boarding, responding promptly to all communication and requests from boarding parents;
- ensuring that all staff adhere to boarding policies, legislative requirements and the Boarding Standards for Australian Schools and Residences;
- assisting the Director of Boarding in ensuring that all staff progress through the Australian Boarding Schools Association (ABSA) Duty of Care books in a timely manner;
- working with the Director of Boarding in maintaining procedures and boarding handbook accurately on an annual basis;
- working with the Director of Boarding, providing regular updates of boarders' activities on the boarding social media forums;
- being cognisant of the needs and differences of all boarders, including those from indigenous, international and rural backgrounds;
- assisting the Director of Boarding in communicating weekend boarder leave and transportation schedules;
- promoting boarding at the College, both within and outside the College;
- attending all major boarding community events;
- attending major College functions and boarding functions, eg Masses, Athletics and Swimming Carnivals, Graduation Ceremony, Merit and Awards Ceremony, Performing Arts Festival;
- participating, where possible, in weekend activities programs for boarders;
- developing, in collaboration with staff, the term Weekend Activity program that provides regular and appropriate social, cultural and other activities both within and outside of the College;
- ensuring Loreto Connect is updated each term with the Weekend Activity program;

	<ul style="list-style-type: none"> <li>• ensuring that effective security measures are maintained in the boarding house;</li> <li>• ensuring that the boarders and staff maintain high standards of cleanliness and good order in the boarding house;</li> </ul>
<b>Personal Leadership</b>	<ul style="list-style-type: none"> <li>• knowing and implementing the College Strategic Plan, school policies and other legislative requirements including those that ensure child safety;</li> <li>• engaging in professional development opportunities or associations relevant to boarding, girls' education and girls' learning needs;</li> <li>• engaging in reflective reviews with the Director of Boarding</li> </ul>
<b>Mission and Ethos</b>	<ul style="list-style-type: none"> <li>• knowing, accepting, embodying, and developing the Loreto mission and values</li> <li>• having a commitment to, and a clear understanding of, the ethos of a Catholic School and the Loreto charism of Mary Ward</li> <li>• fully supporting the Catholic ethos by taking part in staff and student prayer, retreats, social justice activities and voluntary service</li> <li>• role modelling Christian values in all dealings with students, staff and parents</li> <li>• maintaining confidentiality at all times and demonstrating high professional standards within the College and community</li> <li>• providing consistent public support both within and outside the College for school-wide policy initiatives and strategic plans;</li> <li>• undertaking tasks including creating, collecting, maintaining, using, disclosing, duplicating and disposing of information including managing and using communication devices (email, internet, telephone, network) in accordance with the College's policies, including Privacy Policy and Responsible Use of Technology Policy;</li> </ul>

## Work Health and Safety

### Teachers (including PORs), Non-teaching positions – WORKERS

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- take reasonable care for yourself and others in the workplace
- 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 to allow the person to comply with the WHS Act
- cooperate with any reasonable policy or procedure of the employer relating to health or safety at the workplace that has been notified to workers
- do not bypass or misuse systems or equipment provided for any purpose
- report unsafe conditions or acts which come to your attention and address where possible. Notify your supervisor/manager of actual or potential WHS risks in your work area
- notify your supervisor/manager of incidents, injury and pain or discomfort following a work related injury/activity as soon as possible, preferably in the shift it occurs, but no later than 24 hours.

All workers are authorised to:

- stop any activity where there is imminent risk of harm to self or others and to the environment
- instruct others to stop a task considered to present a risk to health, safety and the environment
- raise and/or discuss health, safety, environment and quality matters with supervisors/managers or safety representatives where relevant
- notify a direct report and follow up on any health safety, environment and quality matters outside of one's ability or capacity to control
- escalate health, safety, environment and quality matters to an appropriate level

### Accountability

Catholic Church Endowment Society Inc (CCES) utilises a number of accountability processes to assess performance relating to the implementation of management system responsibilities. These processes apply to all personnel and are performance based.

The key process may include:

- supervisory arrangements (in accordance with organisational and site management structures)
- system review and verification activities; and
- performance appraisals

*Reference: Catholic Safety, Health Welfare South Australian, (12) v1*

## Person Specification – Essential Criteria

### Knowledge and Skills Required

- A clear and compassionate understanding of adolescent girls is essential
- Demonstrated ability to provide active supervision of students
- A clear understanding of the importance and significance of the legal requirements of the supervision of students in terms of Duty of Care requirements
- Ability to work independently, be self-motivated and proactive and also be an active and supportive contributor in a team environment
- Ability to prioritise tasks, use knowledge and initiative to problem solve promptly
- Ability to practice effective decision-making, especially under sensitive and sometimes stressful situations
- Proficient IT skills and able to use IT systems effectively

### Personal Qualities

- Flexibility to work shifts and hours, with a sleepover shift a requirement of the position
- Demonstrated understanding of students from a diverse range of cultures and backgrounds
- Proven, or developing, leadership ability, including the ability to inspire, guide and motivate others
- A mature and sensible attitude
- Excellent interpersonal skills, including an open, positive and friendly disposition
- Excellent communication skills, both written and verbal, that can be used effectively with staff, students and parents
- Demonstrated ability to deal with sensitive information in a professional and confidential manner
- Exceptional organisational and time management skills

### Essential Qualifications

- Tertiary qualifications in an appropriate discipline are desirable
- Formal qualifications equivalent to Certificate IV in Community Services (Student Residential Care) or be recognized as having equivalent competency would be considered an advantage
- ABSA Certificate in Duty or Care or willingness to obtain Certificate
- Current Senior First Aid Certificate
- Current Working with Children clearance or DCSI clearance letter
- Responding to Abuse and Neglect Training Certificate
- Current Drivers License

## Annual Review

An Annual Review is undertaken with your line manager to provide feedback and discussion for professional growth.

### APPROVAL

#### Role Description Approved

.....  
Print Name

.....  
Signature Principal

.....  
Date

.....  
Print Name

.....  
Signature Staff Member

.....  
Date

July 2022



## Applications

Applications for the position of Deputy Director of Boarding should be addressed to:

Dr Nicole Archard  
PRINCIPAL  
Loreto College  
316 Portrush Road  
MARRYATVILLE SA 5068

## Terms and Conditions

- Tertiary qualifications in an appropriate discipline are desirable
- Formal qualifications equivalent to Certificate IV in Community Services (Student Residential Care) or be recognized as having equivalent competency would be considered an advantage
- ABSA Certificate in Duty or Care, or willingness to obtain Certificate
- Current Senior First Aid Certificate
- Responding to Abuse and Neglect Training Certificate
- Current Drivers License
- All applicants will be required to undergo a Working with Children Check and Catholic police clearance. Please attach any relevant certificates to your application
- Employment is conditional upon the provision of evidence of vaccination against COVID-19 or the provision of a medical exemption in line with CESA policy

## Included with your application

Please provide copies of the following documents:

- Address each of the Selection Criteria outlined in the position description.
- Your Curriculum Vitae
- The names, addresses and full contact details of three referees who may be approached.
- All applicants will be required to complete an Applicant Declaration Form for School Employees which is available on our website. This Form must be submitted with your application.

## Closing Date

**Applications close at 9.00 am on Friday, 12 August 2022**