



ST GREGORY'S COLLEGE IS AN INDEPENDENT CATHOLIC K-12
(K-6 CO-ED AND 7-12 ALL BOYS) DAY AND BOARDING SCHOOL CONDUCTED
BY THE MARIST SCHOOLS AUSTRALIA

**APPLICATIONS
ARE INVITED FOR THE
FOLLOWING POSITION:**

DIRECTOR OF BOARDING (7-12)

About the Role

The Director of Boarding is a member of the College Leadership Team and directly responsible to the College Principal (K-12) for providing strategic and operational leadership and direction to all aspects of the Boarding program.

The successful applicant will have the overall responsibility for the effective management and wellbeing of the boarding students across the school day and when students are participating in College-based activities outside of regular hours, including on weeknights and weekends.

Close collaboration with the Boarding Coordinators, Boarding Staff, College Nurse, College Counsellors and Director of Students is essential.

Fulltime permanent position.

Commencement date: 20 January 2021

Closing Date for applications: 18th September 2020

Teachers at the College are employed under the NSW Catholic Independent Schools (Teachers-Model B) Multi-Enterprise Agreement 2017

Applicants do not require a CEO (Catholic) number to apply for this position.

We invite you to visit our website on <http://www.stgregs.nsw.edu.au/employment> to obtain a detailed Position Description, application form and further information about St Gregory's College and this position.

Enquires may be directed to the Deputy Principal on 02 4629 4125 including the details of the remuneration package.

Ideal Applicant

The Director of Boarding will be an exceptional educator with a demonstrated passion and commitment to boys' education, residential living and have a proven record of implementing highly effective programs, policies and practices that support the wellbeing and holistic development of young people.

The Director of Boarding will promote, support, develop and uphold the vision of the Catholic tradition in every aspect of College life, especially the particular Marist ethos and values.

How to Apply

Applications should be addressed to the College Deputy Principal, Mr Paul Brooks.

Applications must be sent to employment@stgregs.nsw.edu.au with the following:-

Cover Letter

- Introduce yourself, the reasons for applying for the position, why you are a suitable candidate.

Application Form which is located on the College website www.stgregs.nsw.edu.au

- Complete all the details and answer all questions, including providing referee details.

Resume

- Work history, educational qualifications, other relevant professional and personal experiences.

Statement addressing the competencies in the position description

- How you have demonstrated these competencies in your professional experiences.

Successful applications must comply with the Child SafeGuarding Legislation.

St Gregory's College is an Equal Opportunity Employer



St Gregory's College Campbelltown
Position Description

Director of Boarding

1. PURPOSE

As a Catholic school in the Marist tradition we work in the privileged ministry of education, in the spirit of our founder St Marcellin Champagnat and under the protection and guidance of Mary, the Mother of Jesus. As such, leaders in a Catholic school must be people of faith and love. This faith and love are searching and growing qualities lived within the context of a commitment to the Catholic Church of which the Catholic school is an integral entity.

The Director of Boarding is a member of the College Leadership Team and directly responsible to the College Principal (K-12) for providing strategic and operational leadership and direction to all aspects of Boarding Program. He/she has overall responsibility for the effective management and wellbeing of boarding students across the school day and when students are participating in College-based activities outside of regular hours, including on weeknights and weekends. Close collaboration with the Boarding Coordinators, Boarding Staff, College Nurse, College Counsellors and Director of Students is essential.

He/she will lead the team of Boarding Staff to ensure a strong and explicit focus on proactive and positive approaches to the care and wellbeing of all students. Central to the role is the expectation that all students are both challenged and supported to give of their best within a culture of high standards and expectations.

For students at St Gregory's College, this requires the challenge and commitment to faithfully witness the College motto of *Quae Seminarveris Metes*.

The Director of Boarding will be an exceptional educator with a demonstrated passion and commitment to boys' education, residential living and have a proven record of implementing highly effective programs, policies and practices that support the wellbeing and holistic development of young people. He/she will promote, support, develop and uphold the vision of the Catholic tradition in every aspect of College life, especially the particular Marist ethos and values. He/she is accountable for the key areas of responsibility in this position description, including those detailed in the Position Description for the Teacher at St Gregory's College.

2. COMPETENCIES

The Director of Boarding will demonstrate the following key competencies:

- Effective and dynamic leadership of the Boarding School.
- Strategic analysis, thought leadership and the ability to contribute to annual planning processes.
- Reflective practice and a strong drive and focus on continuous improvement.
- Innovative and evidence-based approaches to leading student wellbeing.
- Highly successful experience working in a school boarding community.
- Solidarity, confidentiality and public support and loyalty to the College Principal (K-12) and members of the College Leadership Team.
- Staff leadership through the development of individual and team capacity and capabilities.
- Strong interpersonal skills, a demonstrated commitment to working collaboratively and excellent verbal and written communication skills.
- Breadth and depth of relevant educational leadership experiences and professional learning, which may also include post graduate studies.

- Engagement with the various members of the College community.

Assessment of these competencies will include:

- Commitment to Catholic education in the Marist tradition and a willingness to contribute fully to all aspects of the life of the College through an engagement with all stakeholders.
- Demonstrated effective leadership of proactive and positive approaches to working in partnership with families to ensure the pastoral and academic needs of boarders are met.
- Proven experience and capacity to develop and prioritise annual improvement plans.
- Proven ability to work collaboratively and forthrightly with teachers and leadership towards common goals and strategies in regards to student management and wellbeing.
- Demonstrated experience in developing group specific activities to contribute to the Boarders' program, including supervision of students outside of school hours and the weekends.
- Proven organisational skills and an ability concentrate on multiple events.
- Exhibiting professionalism in interactions with boarders, parents and other Boarding staff and striving to achieve the highest standards in carrying out their duties in accordance with the College Boarding procedures.
- Building staff capacity to engage with students in a proactive manner to support improvements in student wellbeing and student management.
- Demonstrated excellent verbal and written communication skills with a range of stakeholders.
- A range of previous educational leadership experiences in a range of areas, particularly those in a residential boarding environment.
- A commitment to ongoing professional learning.
- Flexibility to work within the College environment, including responding to additional needs, including out-of-hours appointments, meetings and other events.

3. TENURE

The initial contract is for a period of five years, which may be renewed for a maximum period of a further five years upon the successful completion of formative and summative performance reviews.

4. PERFORMANCE REVIEW

Performance reviews will include annual accountability measures based upon the achievement of agreed goals aligned with the College *Future Directions* Plan, the College *Leadership Framework* and identified annual priority areas. A substantive review will also be conducted within twelve months of the conclusion of the initial period of appointment and any subsequent appointment. The process for the performance review will be in accordance with College processes, determined by the College Principal (K-12).

5. TIME ALLOCATION

An appropriate time release allocation will be determined by the College Principal (K-12). Some teaching duties will be required.

6. SALARY

In accordance with the NSW Catholic Independent Schools (Teachers - Model B) Multi Enterprise Agreement - Assistant Principals (Secondary). A residence on the College campus is also provided for the Director of Boarding.

7. SPECIAL REQUIREMENTS

The nature of the position and the College's operational requirements requires the incumbent to be available outside normal working hours to fully participate in the life of the

College, or to accompany or represent the Principal as required, including on weeknights and on weekends.

APPENDIX - RESPONSIBILITIES AND ACCOUNTABILITIES

1. SPIRITUAL AND CULTURAL LEADERSHIP

All members of the College Leadership Team play a significant role in maintaining and enhancing the College's unique Catholic culture in the Marist tradition. This leadership includes:

- 1.1 Develop and promote the College's vision, ethos and tradition in every aspect of College life.
- 1.2 Give personal witness to Catholic and Marist values by modelling, in particular, the Gospel values of justice, reconciliation and hope.
- 1.3 Plan and organise the liturgical and celebratory life for the Boarding community, including Sunday evening Mass.
- 1.4 Encourage regular opportunities for student and staff prayer in the Boarding community.
- 1.5 Create a nurturing and positive climate of care and hospitality with all branches of the College family, especially within the Boarding community.
- 1.6 Foster quality relationships between teacher, parents and students.
- 1.7 Liaise between the College and home on occasions and in events of special significance, such as sacramental celebrations, bereavement, sickness and trauma.
- 1.8 Develop and maintain the strong relationships with the local pastors and parish as a means of encouraging dialogue between the College and the local Church.
- 1.9 Maintain the Marist Tradition of the College in the Charism of St Marcellin Champagnat and the customs and practices of Marist Schools Australia.

2. STRATEGIC ANALYSIS AND THOUGHT LEADERSHIP

- 2.1 Analyse and implement the vision, mission and strategic intent and objectives of the College as a faith-based learning community, as articulated through the *Future Directions* Strategic Plan.
- 2.2 Enable the College to respond quickly and decisively to changes in the educational and regulatory environment.
- 2.3 Lead the processes for determining the annual improvement focus areas for Boarding.
- 2.4 Maintain awareness and promote current educational developments relating to boarding schools and the pastoral and academic care of boarding students.
- 2.5 Contribute to the effective marketing and promotion of the Boarding program through regional visits, information sessions and College tours.
- 2.6 Provide informed advice to the College Principal (K-12) and other members of the Leadership Team about emerging trends and practices relevant to the areas of responsibility.

3. STAFF AND TEAM LEADERSHIP

- 3.1 Provide public support, loyalty and solidarity with the College Principal (K-12) and members of the Leadership Team and raise relevant issues as appropriate through the College Principal (K-12).
- 3.2 Facilitate the effective and efficient flow of communication between the Leadership Team, middle Leaders, members of staff, parents and students.
- 3.3 Lead the team of Boarding Coordinators and Supervisors to ensure a consistent and aligned approach to the implementation of the boarding program, in accordance with the *College Boarding Handbook*.
- 3.4 Build the capacity and capabilities of boarding staff and provide them with essential knowledge and skills associated with improving the pastoral and academic care of boarders.
- 3.5 Engage with boarding staff to provide regular informal and formal feedback on their ongoing performance and development and contribute to the performance reviews of staff.

- 3.6 Participate in ongoing reflective practice and professional learning specific to the leadership attributes required of the role.
- 3.6 Embed a culture of inclusion and common purpose among boarding staff and fosters their mutual support.
- 3.8 Contribute to the selection and appointment processes for Boarding staff.
- 3.9 Support professional learning opportunities for staff.

4 BOARDING LEADERSHIP

- 4.1 Work closely with the College Principal to formulate, implement and evaluate College policies and procedures that relate to Boarding.
- 4.2 Implement Boarding policies and procedures to ensure that there is a focus on positive behaviour, conduct and behaviour recognition that provides for respect of the dignity and worth of each individual.
- 4.3 Work closely with the College Principal and College Deputy Principal regarding more serious student management and wellbeing issues.
- 4.4 Ensure all staff, parents and students are familiar with the College's Boarding policies and Procedures through regular and consistent communication.
- 4.5 Maintain effective processes and procedures for record keeping and tracking of student leave and student whereabouts at all times.
- 4.6 Convene regular meetings and maintain ongoing communication with all Boarding staff to ensure they are familiar with all procedures and practices of the Boarding program.
- 4.7 Maintain a sense of family among students, parents and staff marked by mutual respect, care, friendliness, sense of belonging and cooperation.
- 4.8 Ensure a commitment from boarding students to active and full participation in all aspects of College, including their academic studies, co-curricular involvement, community service and a willingness to contribute to all aspects of College life.
- 4.9 Effective communication of rosters, schedules, travel, changes to routine and all other necessary detail to ensure all students, parents and staff are fully aware of arrangements.
- 4.10 Facilitate the development and management of all Boarding budgets.
- 4.11 Maintain currency with all of the requirements of Child Safeguarding legislation, policies and procedures.
- 4.12 Work with the College Counsellors, other stakeholders and external agencies to develop Mental Health Care Plans for students.
- 4.13 Build the capacity of boarding supervisors in areas of student wellbeing, with a particular focus on the pastoral and academic care of the boarding students.
- 4.14 Ensure privacy and confidentiality for students and families when dealing with information of a sensitive nature.
- 4.15 Provide regular communication, both formally and informally, with parents and other stakeholders, including through the College website about Boarding specific activities and events.
- 4.16 Monitor each student's academic and personal progress.
- 4.17 Organise educational and recreational outings for students in the Boarding Houses.
- 4.18 Organise to take boys to medical appointments and provide transport when required.

5. OTHER DUTIES

- 5.1 ISA / Weekend Sport Coordinator.
- 5.2 Complete the minimum hours of supervision duty each week.
- 5.3 Undertake teaching duties.
- 5.4 Any other duties, as required by the College Principal.