POSITION STATEMENT

Assistant Head of Boarding

ROLE PURPOSE

The Assistant Head of Boarding (Pastoral) works with the Boarding leadership team in upholding Penrhos' legal duty of care. The Assistant Head of Boarding (Pastoral) is responsible for the pastoral care and well-being leadership in the Head of Boarding's absence. On these occasions it ensures the smooth running of pastoral matters, and the day-to-day activities of the Boarding House staff and other duties as delegated by the Head of Boarding.

KEY RESULT AREAS AND RESPONSIBILITY

KEY RESULT AREA: LEADERSHIP

- The Assistant Head of Boarding (Pastoral) will guide and advise staff on giving quality, appropriate and accountable boarding service. They will take responsibility for the smooth functioning of the Boarding House whilst on duty and within context of authority.
- Support the staff in acknowledging and responding to difficult matters of concern, including complaints from boarders, parents and the boarding community.
- Coordinate emergency procedures in the absence of the Head of Boarding.
- Be consistent, approachable, supportive and professional at all times with colleagues, students and the wider school community.
- Take an active role in boarding community engagement by helping to plan and deliver activities on orientation days and closed weekends.
- Engage in professional development that is relevant and pertinent to the role.

KEY RESULT AREA: PASTORAL CARE &STUDENT WELFARE

- Maintain a proactive approach with all students toward pastoral care matters and create an environment of warmth, encouraging open communications with all students.
- Liaise with the Head of Boarding regarding student's health, relationships, academic progress and concerns.

- Provide general advice and guidance to the students with issues relating to their personal life or academia.
- Liaise with Health Centre Nurses to discuss the health needs of the boarders and be responsible for dispensing and recording medications given in the absence of the nurses. Render simple first aid treatment where appropriate and record any instances of this.
- In the absence of the Head of Boarding, the Assistant Head of Boarding (Pastoral) is responsible for:
  - Supporting staff by intervening in, managing and resolving any incidents of difficult behaviour.
  - Accompanying boarders to hospital in emergency situations.
  - Being the main point of contact for boarding families regarding critical incidents, emergencies and injuries, difficult or sensitive issues.
  - Liaising with the School Principal, Head of Secondary School, School Psychologists, Dean of Students or the Cultural Program Coordinator regarding critical incidents, emergencies and injuries, difficult or sensitive issues.

KEY RESULT AREA: RECREATION ACTIVITIES

- To liaise with the Head of Boarding, Boarding House staff and students on the nature and content of the recreational program.
- Coordinate and oversee Boarding House recreation, including the Risk Management assessment, scheduling and liaison of the activities during the academic year;
- To provide:
  - Activities which promote the health and well-being of boarding students
  - Direct supervision of recreational activities, maintaining a high level of duty of care at all times.
- To assist in ensuring maintenance of acceptable behaviour of students.
- To communicate with boarding students, families and boarding-staff as appropriate and in a professional manner.
- To act as role-model for boarding students and assist in the implementation of the College ethos and understanding to boarding students.
- Attend recreation meetings with other schools' representatives at Boarding Recreation meetings held once a term.
- Liaise with other boarding schools to plan a recreation calendar.
  - Liaise with other boarding schools each week to plan recreational events.
  - To inform the Head of Boarding of behaviours or attitudes of concern (e.g. health, emotional behaviour or social problems).

KEY RESULT AREA: ADMINISTRATION

- Act in lieu of the Head of Boarding for an agreed time, including being on call for two weeknights and 50% of the weekends during term times.
- Undertake 1 x weekend shift (either Day or Night) on either a Saturday or Sunday
- Undertake relevant administrative and reception tasks in relation to the smooth running of the Boarding House in accordance with current policies and procedures.
- Manage the reception when rostered 'on the floor', answering phones, greeting visitors, managing boarders' leave and dispensing and recording medications.
- Co-ordinate staffing of the reception desk, dining room and room corridors.
- Ensure all visitors and/or leave requests are checked in and out in accordance with Boarding House Policy and ensure staff do the same.
- Keep accurate and appropriate records of communication, issues and actions taken.

- Assist in carrying out emergency procedures.
- Attend all staff meetings.
- Undertake any other duties, as directed by the Principal or Head of Boarding.

KEY RESULT AREA: BOARDING HOUSE LIFE

- Encourage a feeling of friendship, caring and a sense of belonging in the Boarding House.
- Encourage a sense of pride in the Boarding House by ensuring its cleanliness and tidiness.
- Ensure the immediate surrounds of the Boarding House are in general good appearance.
- Be available to participate in the full roster, including morning, evening and weekend shifts.
- Be available for duty on the first and last day of each term, before and after long weekends, for staff meetings, Orientation days and any other time to meet the requirements of the position.
- Attend official Boarding House functions as and when required.
- Attend student-organised functions, where possible.
- Attend duty over the third term holiday period as and when required.

KEY RESULT AREA: WORKING RELATIONSHIPS

- Develop and maintain excellent relationships with students and parents by acknowledging students' unique gifts, talents, challenges and learning needs.
- Demonstrate sensitivity and respect for differences in students' perspective, personality, capabilities and ethnic/cultural values.
- Communicate openly with parents and students to determine concerns and assess requirements for the development of specific goals and plans.
- Keep accurate records of communication, issues and action taken.
- Develop good working relationships with other Boarding House personnel.
- Develop and maintain excellent relationships with all other School staff.
- Make a valuable contribution to the Boarding House team.

KEY RESPONSIBILITY: DUTY OF CARE

- To maintain and promote the principles of Occupational Safety and Health within the workplace in accordance with policy, including taking appropriate action in relation to identified hazards and risks to ensure the safety of self and others.

"Schools and teachers owe a duty to take reasonable care for the safety and welfare of all students in the school. The duty requires schools and teachers to take all reasonable steps to ensure the safety and welfare of students from both known and reasonably foreseeable risks of harm and/or injury." AISWA Duty of Care Policy 1105.doc.

KEY RESULT AREA: PENRHOS COLLEGE MISSION AND ETHOS

- To actively promote and support the College's educational, spiritual and Co-Curricular ethos.
- To undertake activities to maintain personal professional growth appropriate to you and the College's needs.
- To work co-operatively and collaboratively as a member of a team.
- To engender a spirit of continuous improvement to ensure that your contribution to the College is at the forefront of progressive education.
- To support and promote the principles of Equal Opportunity to ensure due respect is provided to all.
- To understand that Line Managers have a critical role to play in preventing all forms of sexual harassment on campus, not only for students, but of their employees as well. A safe and respectful environment starts

with Line Managers that understand their duties and ensure their employees feel safe, and recognise that they are supported, protected and understand the reporting options to them.

SELECTION CRITERIA

QUALIFICATIONS:

Essential:

- Current National Police Clearance and Working with Children check (or the ability to obtain).
- Current First Aid certificate including CPR;
- Australian Boarding School Association Duty of Care certificate (to be gained within 12 months of appointment).
- Bronze Medallion and F extension on their licence (or willingness to obtain).

EXPERIENCE, SKILLS & ATTRIBUTES:

Essential:

- Experience working in a Boarding or similar environment.
- Excellent interpersonal skills and caring outlook.
- Ability to work positively, cooperatively and collaboratively within a team environment.
- Well-developed organisational skills;
- Demonstration of respect for and acceptance of all differences in students, parents and staff;
- Acts as a positive role model for students
- Ability and willingness to uphold and role model the College Values of Respect, Empathy, Integrity, Knowledge, Growth and Synergy

POSITION ALLOWANCES

At present this position has a Full Time Equivalent (FTE) of 0.5.

AUTHORISATION

Prepared by:	Director of People Services & Head of Boarding
Authorised by:	Director of People Services & Head of Boarding
Approved by:	Principal
Date:	21 October 2026

Line Managers have a critical role to play in preventing all forms of sexual harassment on campus, not only for students, but of their employees as well. A safe and respectful environment starts with Line Managers that understand their duties and ensure their employees feel safe, and recognise that they are supported, protected and understand the reporting options to them.

Statement of Commitment to Child Safety and Wellbeing

All children and young people who come to Penrhos College have a right to feel and be safe. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives.

We have a zero tolerance for child abuse and other harm and are committed to acting in student' best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child safe culture.

Each member of the College community has a responsibility to understand the importance and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

Penrhos College is an Equal Opportunity Employer and Provides a Smoke Free Campus

The College recognises that Position Statements are dynamic documents, which are reviewed biannually or as required.