

Position Description: Head of Boarding

Position Title	Head of Boarding
Employment status	Ongoing, full time
Hours	To satisfactorily fulfil their role in providing leadership, oversight and wellbeing support for students in a residential setting, the Head of Boarding will be expected to have a significant presence in the Boarding Houses, including evenings and weekends.
Location	<ul style="list-style-type: none"> - Richmond - Occasional travel, including to regional Victoria and remote areas of Australia
Position reports to	Principal
Direct reports	<ul style="list-style-type: none"> - Boarding Managers - Operations staff including Chef and Cleaners
Authority	<ul style="list-style-type: none"> - The Head of Boarding has the authority to act in loco parentis in relation to each MITS student. This includes legal responsibilities as well as the functions and responsibilities of a parent when that parent is not available. - The Head of Boarding is responsible for managing, and reporting to the Principal on, budgets that relate to the Boarding House (including staffing, catering, cleaning, maintenance, and weekend programs)
Salary range	<ul style="list-style-type: none"> - Negotiable based on experience - As MITS is a Public Benevolent Institution, MITS employees are entitled to salary package up to the Fringe Benefits Tax Concession Cap limit - Conditions are in accordance with the National Employment Standard.
Leave	Non-term weeks (except when required to be performing duties, including professional development)
Key Relationships	<ul style="list-style-type: none"> - Students, their families, their communities, and their Melbourne Families - Leadership and Executive Team: - Community Engagement Manager in relation to new student enrolments - Pathways Manager in relation to student transition, liaison with Melbourne Partner Schools - People and Capability Manager in regard to staffing issues including payroll;

1 Role Purpose

The Melbourne Indigenous Transition School (MITS) is a residential transition school for Indigenous students from remote and regional communities. Each year, 22 boys and girls around Year 7 age come to MITS for two years. At the end of their MITS education, students transition into scholarship positions at Melbourne schools. MITS believes that wellbeing is central to the continuing success of its students, and tailors its programs to reflect this philosophy.

Reporting to the Principal, the Head of Boarding has responsibility for the leadership, management and operation of the MITS Boarding Houses. They are responsible for overseeing all aspects of out-of-school supervision of students including their health and wellbeing and weekend program delivery.

It is also expected that the Head of Boarding will fill a number of informal, intangible roles including creating a culturally celebratory boarding environment, providing mentoring and friendship, and fostering a sense of community. The development of relationships of trust, understanding and clear communication with families, guardians and Indigenous communities is core to this role.

As a member of the Leadership Team, the Head of Boarding is also responsible for contributing to, and influencing, strategic planning and decision-making, reporting to the MITS Board and for delivering on the MITS strategic goals and values.

2 Key Areas of Responsibility

2.1 Leadership

The Head of Boarding will:

- (a) Determine strategic and operational priorities for the Boarding House in line with the Board's strategic vision
- (b) Be accountable for, and report on, all activities within Boarding
- (c) Appreciate, respect and affirm others and work effectively with all stakeholders to create a positive and collaborative boarding culture
- (d) Model positive behaviours, which support the MITS Values of Respect, Courage, Culture and Care
- (e) Remain up to date with of Duty of Care requirements, Australian Boarding Standards and implement changes as required
- (f) Represent MITS and participate at relevant events and activities
- (g) Be a visible and interactive presence in the Boarding Houses

2.2 Boarding Operation

The Head of Boarding will:

- (a) Manage and oversee the daily operations of the Boarding Houses, including staffing, daily routines, weekend activities programme
- (b) Oversee the weekly activity program, develop and maintain all risk assessments related to Boarding
- (c) Be accessible to parents and ensure that MITS exceeds their expectations in relation to the care and supervision of their children
- (d) Provide on call support to Boarding Managers
- (e) Lead and coordinate Boarding meetings and special events
- (f) Oversee and manage budgets and financial procedures of the Boarding House in liaison with the Principal
- (g) Monitor the suitability of the Boarding facilities and liaise with contractors for the provision and maintenance of the facilities
- (h) Liaise with the Chef regarding the catering arrangements for Boarders and on-duty Boarding staff
- (i) Lead and coordinate the ongoing process of reviewing and updating policies relating to the operations of the Boarding House and student welfare
- (j) Lead and facilitate a safe and supportive work environment by ensuring compliance with OH&S and Risk Management requirements

2.3 Staff Management

The Head of Boarding will:

- (a) Provide 'line management' for all Boarding Managers
- (b) In consultation with the People and Capability Manager, lead the development of the staff roster and maintain accurate records of staff hours and timesheets for Boarding.
- (c) Work with the Principal and People and Capability Manager in the recruitment, induction, training and appraisal process for Boarding Staff
- (d) Lead through exemplary practice, acting as a mentor to staff
- (e) Ensure all Boarding staff complete a thorough verbal and written handover after each shift
- (f) Conduct regular meetings and reviews with Boarding Staff and provide regular feedback regarding performance, including at least one formal appraisal per annum (in conjunction with the Boarding House Managers)
- (g) Support the on-going professional development of Boarding Staff, identifying suitable opportunities
- (h)

2.4 Students

The Head of Boarding will:

- (a) Ensure that Child Safe practices are followed across all Boarding Houses
- (b) Liaise with the Principal and Community Engagement Manager regarding new Boarding enrolments and coordinate their Boarding orientation
- (c) Promote and implement practices and initiatives that support and encourage wellbeing and the achievement of personal, educational and the all-round development of students
- (d) Promote an open-door policy amongst all staff to enable students to gain assistance when they need it
- (e) Promote high standards of student behaviour and manage behavioural issues within the Boarding House, as required
- (f) Manage student and parent grievances and complaints in relation to the Boarding Houses, in consultation with the Principal and appropriate staff
- (g) Liaise closely with relevant staff (including the Principal, Head of Wellbeing and Mental Health Practitioner to ensure that comprehensive care is provided to all students
- (h) Lead, develop and manage homework sessions and individualised study programs to ensure the diverse learning needs of boarding students are met
- (i) Ensure that effective records are created, maintained for all boarding students and boarding activities including incident reporting and risk assessments.
- (j) Manage student leadership within Boarding and act as a mentor to students who have designated leadership roles

2.5 Duty of Care

The Head of Boarding will:

- (a) Be responsible for and supervise matters relating to Risk Management within the area of responsibility. This includes ensuring staff are operating in accordance with MITS policy and that appropriate evaluation processes occur
- (b) Take responsibility for well-being needs, Duty of Care and the standards of behaviour of students in the Boarding House
- (c) Act as an appropriate role model for students and staff
- (d) Actively implement MITS's Behaviour Management Policy and encourage acceptable standards of behaviour of students
- (e) Encourage students to take responsibility for their own actions and make them aware of the need to show respect for others in interpersonal relationships.
- (f) Know and implement MITS's Emergency Management Procedures and ensure drills for Emergency Evacuation and Lockdown are carried out as required
- (g) Ensure students and staff are aware of and comply with OH&S procedures
- (h) Report student problems (academic/behavioural/personal) to the Principal.

2.6 Community and Communications

The Head of Boarding will:

- (a) Communicate effectively with current students and families, staff and the wider MITS community, through a variety of methods
- (b) Represent MITS and be fully and actively involved in the life of MITS, including community events, functions, and promotional activities

2.7 General

The Head of Boarding is responsible to and reports on all aspects of the role to the Principal. Full authority is delegated from the Principal through the Head of Boarding to ensure the effective operation of the MITS Boarding Program.

There is an expectation that the person in this role will keep up to date with developments in boarding practice and the associated professional organisations.

3 Key Selection Criteria

3.1 Essential Experience, Attributes and Skills

- (a) Experience
 - (i) Extensive experience of working within boarding environments with a clear understanding of the responsibility involved in the duty of care of staff, students and MITS property.
 - (ii) A record of success in a leadership, management, or senior position within an education environment.
 - (iii) Previous success in team building, people management, coaching and supervision.
 - (iv) Experience working with Indigenous students and communities with demonstrated respect for diverse cultures and languages and the process of reconciliation.
 - (v) Experience in dealing effectively with young people, parents and management.
 - (vi) Experience and knowledge of student wellbeing and behaviour management programs and approaches, particularly relating to students who may have experienced trauma.

- (b) Capabilities relevant to a boarding environment
 - (i) Ability to show consistency and fairness to students, empathy towards the needs of Indigenous students living away from home.
 - (ii) Demonstrated understanding of the responsibility involved in the duty of care of students, staff and MITS property while maintaining confidentiality and adherence to privacy principles.
 - (iii) Demonstrated personal resilience, including the ability to work in a demanding role, often outside of normal hours, and to manage stress effectively.
- (c) Skills and Attributes
 - (i) **Strategic:** demonstrates capacity to develop and implement solutions that effectively address strategic and operational objectives within a not-for-profit environment.
 - (ii) **Administration and Organisation:** highly organised regarding day-to-day routine and detail with effective administration skills with a sound knowledge of relevant software. Demonstrates the capacity for self-motivation and initiative in goal setting, prioritising work and managing multiple tasks.
 - (iii) **Communication:** outstanding verbal and written communication skills to communicate effectively with a variety of people, including students, their families, Melbourne Families, Partner Schools and other MITS staff.

3.2 Desirable Experience, Attributes and Skills

- (a) Demonstrated experience in an environment which includes both male and female residential students.
- (b) Experience teaching or coaching young people is desirable but not essential.

3.3 Specific Requirements

The Head of Boarding must acquire and maintain:

- (a) clearance to work in a Victorian school, including Working with Children Clearance;
- (b) Diploma in Residential Care facilitated through Australian Boarding Schools Association (or be willing and able to obtain);
- (a) current light rigid vehicle Driver's Licence (or be willing and able to obtain); and
- (b) other training as required from time to time by the Principal in order to meet the pastoral, administrative and operational needs of the position.

4 Important Information

4.1 MITS values

All MITS staff and volunteers are required to demonstrate a commitment to supporting MITS students to enable their successful and confident transition from home communities to Melbourne schools. The fostering of a safe and inclusive community, based on MITS values of Respect, Courage, Culture and Care is the responsibility of all staff.

4.2 Reference checks and Criminal Record Check

Appointment to MITS is subject to reference checks and a Working with Children Clearance.

4.3 Child Safety

MITS assures the right of every student and staff member to a safe environment. In particular, MITS is committed to child safety, and adheres to the Child Safe Standards through its Child Safety Policy. Each MITS staff member and volunteer is required to sign and act in accordance with MITS's Child Safety Code of Conduct.

The Head of Boarding must ensure that they act in accordance with MITS's Child Safe Policy and Child Safety Code of Conduct. The Head of Boarding must also ensure that all boarding employees and volunteers, but particularly new employees and volunteers, understand MITS's commitment to child safety and act in accordance with MITS's Child Safe Policy and Child Safety Code of Conduct. The Head of Boarding must ensure that Child Safety is considered by boarding staff at each boarding meeting.

The Head of Boarding must ensure that any allegations or disclosures of child abuse are reported immediately to MITS's Child Safety Officers.

4.4 Work Health & Safety Requirements

The Head of Boarding must:

- (a) contribute to safe work practices and a healthy environment for all staff, students and visitors;
and
- (b) take reasonable care for their own health and safety while taking reasonable care that their actions or omissions do not adversely affect the health and safety of other persons.