



Head of House

Reporting to: Head of Boarding

Ascham values staff who demonstrate a positive and proactive approach to their work and have a willingness to participate in the life of the School. We look for vibrant, dedicated and capable staff who have initiative, empathy, a good sense of humour and a professional behaviour to achieve the School's objectives.

Why your role matters:

At Ascham, the Head of House works as a member of the Boarding team which promotes teamwork, integrity and professionalism. The Head of House should manage the day to day operation of the boarding house, oversee the organisation and resources of the house, provide for the safety, good discipline and pastoral well-being of all students in the house, and ensure good communication and liaison with parents, teaching staff and other members of the boarding staff.

The Head of House will attend weekly meetings, lead house meetings and other meetings as advised by the Head of Boarding. The Head of House coordinates and supervises the Boarding Coordinator(s) and is directly responsible to the Head of Boarding.

What you have to do to succeed:

- Provide leadership within the house for staff and students such that all members of the house understand their roles and responsibilities
- Grant leave permission to girls within the guidelines of the boarding school leave policy and prepare and collate all weekend leave on a weekly basis
- Liaise with the Head of Boarding and boarding staff in preparing and implementing duty rosters
- Maintain a visible and active presence in the house especially during prep and lights out
- Induct new boarding staff into the house
- Monitor the transport arrangements of boarders to and from school activities and to home at the start and at the end of each term
- Be responsible for the physical, social and emotional welfare of each student; be aware of the individual circumstances, needs, strengths and challenges of each student so that individual opportunities, talents and potential are developed and maximised
- Establish systems and routines that ensure the safety and security of students at all times and that maximise the smooth and consistent running of the house
- Establish good communications and contact with parents, other members of the boarding staff, teaching staff, maintenance and the Business Office
- Keep suitable records of students' progress, welfare, health and well-being and to provide reports as required by the School's reporting schedule
- Hold a responsibility role in boarding such as Weekend Activities Coordinator, Boarding Administration, Year 9 Residential Program Coordinator, New Girls Coordinator, Extracurricular Coordinator, etc.
- Be responsible for accurate record keeping and the financial management of the house accounts (petty cash)
- Ensure the girls adhere to standards of behaviour and appearance as stated in the School's policies

- Liaise with the Head of Boarding, the Weekend Activities Coordinator and other boarding staff to ensure that a full and varied program of evening and weekend activities is available
- Support the students in the house by attendance at school functions, events and camps as appropriate
- Undertake other duties, at the request of the Head of School which fall generally within the scope of this position description
- Make professional judgements to solve complex problems when there are no clear methods or procedures in place for doing so
- Deliver specific objectives as agreed with the Head of Boarding to achieve the values, goals and strategies of the School
- Ensure compliance with the School's Code of Conduct and all other internal policies and procedures.

What do you need to succeed?

- Relevant qualifications or experience gained from working with young people, preferable girls, in teaching, nursing or other youth-related activities
- A thorough appreciation of and commitment to the boarders and their families and an understanding of their individual requirements, development needs and their ongoing pastoral care needs
- Exceptional interpersonal skills and commitment to positive relationships and professional communication with all stakeholders
- The ability to build strong relationships with students, be an excellent role model, and maintain a strong team approach within the house and across all houses
- The ability to work collaboratively in a small team with an adaptable and proactive approach to all duties
- Excellent understanding and interest in contemporary issues in adolescent wellbeing and development
- Advanced computer literacy, including Microsoft Outlook, Word, Excel, and databases
- A current First Aid and CPR certificate
- A valid Working with Children clearance.