

# Boarding Coordinator Position Description



Position title: Boarding Coordinator

Reporting to: Head of House

## Position summary:

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.

This position has primary responsibility for ensuring the wellbeing of the Boarders and the smooth running of a Boarding House. It also greatly contributes to the continuous development of a vibrant and engaged Boarding community and the wider Ascham community.

## Duties and Responsibilities:

- Work with the Head of House to ensure regulatory, academic and pastoral requirements for students meet the highest standards of duty of care.
- Help the Head of House oversee 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.
- Create a warm, positive and safe home away from home for boarders by dealing with and providing timely responses to the day-to-day and pastoral needs of boarders and their families.
- Set and maintain clear boundaries and foster an environment where Boarders thrive.
- Meet deadlines, demonstrate attention to detail and be highly organised to support the daily operational aspects of the boarding house as well as the logistical challenges of care in a diverse community.
- Provide the first point of contact for boarders, their families and hosts, requiring staff to demonstrate an approachable customer focused manner, professionalism and positive attitude in all circumstances and situations.
- Be a good role model for students to foster and develop responsibility, resilience and personal development in each boarder according to their capacity and capability and support them by attending school functions and events as appropriate.
- Promote the Boarding community in a positive light by upholding the reputation of boarding, the School and its staff in the wider community.
- Use professional judgement to solve problems or escalate issues 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.

## Essential Criteria

- 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 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 valid Working with Children clearance.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_