

Head of House Position Description



Position title: Head of House

Reporting to: Head of Boarding

Position summary:

At Ascham, the Head of House works as a member of the Boarding team which promotes teamwork, integrity and professionalism. The Head of House is responsible for the overall leadership and day to day operation of the boarding house and its resources, managing their team so as to provide for the safety, good discipline and pastoral well-being of all students. The Head of House should ensure excellent communication and liaison is maintained with parents, teaching staff, other members of the boarding staff and Corporate Services.

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 trains, coordinates and supervises the Boarding Coordinator(s) and Boarding Assistants in their team and is directly responsible to the Head of Boarding.

Duties and Responsibilities:

- Provide leadership within the house for staff and students such that all members of the house understand their roles and responsibilities and feel valued as a part of the Ascham School community
- Ensure regulatory, academic and pastoral requirements for students meet the highest standards of duty of care. 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.
- 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
- Create a warm, positive and safe home away from home for boarders by dealing with and providing timely responses to the day-to-day pastoral needs of boarders and their families
- Set and maintain clear boundaries and foster an environment where Boarders thrive
- Manage and grant Boarders' leave in accordance with the School's Leave policy.
- Work with the Head of Boarding and boarding staff in the implementation of duty rosters
- Maintain a visible and active presence in the house especially during prep and lights out.
- Live on site and be on call overnight during term time as outlined in the roster.
- Deputise for the Head of Boarding on occasion, as a senior member of the Boarding Staff Team. This will include a rotational weekend role supporting the boarding staff on duty to manage medical incidents and non-medical emergencies that may arise during term time.
- Provide mentorship, induction and training for Boarding Coordinators and Boarding Assistants so that they are confident and competent in their roles.
- 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.
- Establish good communications and contact with parents, other members of the boarding staff, teaching staff and Corporate Services
- Keep suitable records of students' progress, welfare, health and well-being and to provide reports as required by the School's reporting schedule
- Lead, with other Heads of Houses to create, develop and implement Boarding wellbeing programs and activities including Weekend Activities, the Year 9 Residential Program and New boarder Orientation
- Be responsible for accurate record keeping and the financial management of the house accounts (including Monitor and household supplies)
- Ensure the girls adhere to standards of behaviour and appearance as stated in the School's policies

- Liaise with the Head of Boarding, Boarding Administrator 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 and the wider Ascham community by attending 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.

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 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

Name: _____

Signed: _____

Date: _____