HEAD OF HOUSE

Rockhampton Girls Grammar School is one of the original eight Grammar Schools of Queensland. Opening in 1892, Girls Grammar has served and supported the education of girls and young women for over 120 years. The Girls Grammar family experience is dynamic and contemporary, informed by rich traditions and profound values.

Rockhampton Girls Grammar School is a learning community founded on a commitment to 'Learning for Life'. Each member of our School family contributes to sustaining an environment in which individuals actively engage in their learning; where School values are embraced; where mutual and self-respect is paramount; where community and global citizenship is fostered and where excellence in every endeavour is sought and celebrated.

OUR VISION

Women can achieve anything.

OUR MISSION

To enable each young woman to know her strengths and to enthusiastically embrace her future.

THE ROLE

Position Title: Head of House - Boarding
Department: Boarding
Reports to: Director of Boarding
Classification: Level 4.2 – Boarding supervision services grade 3 [Educational Services (Schools) General Staff Award 2010 – Schedule B]
Date Prepared: 5 November 2011

POSITION OBJECTIVE

The Head of House position is one of significant importance within the Boarding facility at Girls Grammar. You will be primarily responsible for allocated dorms as well as the care, welfare, academic oversight, development and guidance of each and every student within those dorms. You will report to the Director of Boarding, who is ultimately responsible for the direction and coordination of the overall Boarding Facility at Girls Grammar.
KEY CHARACTERISTICS

LEADERSHIP
- Assist the Director of Boarding to develop a House Strategic Plan
- Undertake formal and informal professional development as a means to track dormitory growth
- Maintain a visible and active presence in the dorms
- Promote House identity as well as encourage and develop a positive pride within the residence

PERSONAL
- Ability to communicate and interact with boarders, all Girls Grammar staff and parents
- An appreciation of the particular dynamics surrounding people living and working together
- Be open to and supportive of change and new ideas
- Ability to motivate and sustain motivation of others
- High level of time management and ability to multitask

STUDENTS
- Develop a total picture of each student’s life, understanding where they come from their culture
- Demonstrate an understanding of adolescent behaviour and caring for students in a residential environment
- Foster harmonious community living in a homely environment
- Maintain accurate roll marking and record keeping requirements
- Monitor and be responsive to student movements at all times
- Liaise with students on a daily basis for general matters with compassion and interest
- Celebrate House birthdays
- Assist boarders in all facets of school life with compassion and consistency
- Ensure all new boarders are well supported and support girls with homesickness
- Provide homework support and seek additional assistance for students when necessary
- Inform the Director of Boarding or Principal immediately if serious problems arise
- Consult regularly with the Director of Boarding regarding the progress of the dorms as a whole, staff rosters and the welfare of individual students
- Organise transport for students when required whilst ensuring your dorms are appropriately supervised
- Maintain an open approach to concerns and ensure that boarders feel they have been heard and that their concerns will be acted upon
- Organise House boarding activities
- Assist with the coordination and organisation of weekend activities and home visits
- Encourage girls to manage their responsibilities, develop life skills and promote individual self esteem
- Support and promote the cultural differences of students in your care

PARENTS
- Be the first point of contact for families with daughters in your care
- Communicate regularly with parents/guardians by phone and email
- Be available 24 hours a day, 7 days per week to communicate with parents/guardians of students in your care

STAFF
- Prepare and monitor dorm rosters to ensure staffing is adequate yet efficient from a budgeting perspective
- Respond to staff absences when they arise to ensure that dorms are supervised appropriately
- Liaise with the Director of Boarding, cleaning staff and maintenance staff to ensure
dormitory needs/requirements are fulfilled

- Attend Boarding House/Department meetings
- Apply appropriate levels of confidentiality when interacting with students, parents, staff and members of the community
- Maintain clear and regular communication between boarding staff members and provide support when needed
- Ensure that the Director of Boarding is updated on all boarding matters regarding boarders, staff, routines etc.
- Assist in the induction and training of new staff
- Encourage and nurture the link between day staff, boarding staff and students and communicate by phone and email as necessary

FACILITIES/RESOURCES/ADMINISTRATION

- Prepare dorm reports as required
- Frequently review Boarding House Policies and Procedures and update as necessary in consultation with Director of Boarding
- Maintain the physical condition of the Boarding House precinct and its surrounds
- Complete and monitor maintenance requests as required
- Ensure that all boarding houses are ready for the return of boarders each term
- Maintain student records and files electronically
- Conduct dorm inspections to ensure that girls rooms are clean, tidy and undamaged
- Assist the Director of Boarding in the preparation of a Boarding Newsletter
- Create a homely environment with décor that is conducive to producing a happy and harmonious lifestyle, but also within budget constraints
- Create, collate and update a dorm photograph board
- Manage a House budget

OTHER DUTIES

- Comply with the legal obligations of an education/boarding establishment
- Deliver a high quality of service
- Be enthusiastic and promote the Girls Grammar Strategic Plan – Unrivalled Boarding Experience
- Promote the interests, as well as implement and uphold the values of Girls Grammar
- Serve the School diligently and faithfully as directed by the Principal or Director of Boarding
- Attend Boarders Orientation Day and other scheduled events, where required
- Attend Regional Tours with the Director of Boarding, where required
- Supervise and arrange meaningful activities for students in residence on Boarders Long Weekends. This will be required on a rotational basis with other Heads of House

WORKPLACE HEALTH AND SAFETY

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilisation of appropriate personal protective equipment

MANDATORY REQUIREMENTS

Maintain a current Blue Card and Open Drivers licence
ACKNOWLEDGEMENT

This job description has been developed to indicate the general nature and level of work performed by employees within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and requirements of employees assigned to the role. You will also be required to perform any other duties that the Principal Business Manager may direct you to perform which could be reasonably considered relevant to the position.