



# Immanuel College

**DEPUTY DIRECTOR OF BOARDING**

**JOB & PERSON SPECIFICATION**

**MAY 2024**



# Immanuel College

## JOB DESCRIPTION AND EMPLOYEE SPECIFICATION

<b>POSITION TITLE:</b>	Deputy Director of Boarding
<b>POSITION CLASSIFICATION:</b>	Lutheran School Officer Grade 6
<b>TENURE:</b>	Ongoing, Full time
<b>SPECIFIC CONDITIONS:</b>	

## JOB DESCRIPTION

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### **1. Summary of the broad purpose of the job in relation to the College's goals**

*(Expected outcome and how it is achieved)*

At Immanuel College, we actively strive to provide an education in a Christian context where the whole person can grow and develop.

The Deputy Director of Boarding plays a crucial role in fostering a safe, supportive, and enriching living and learning environment for boarding students. This position is instrumental in overseeing the day-to-day operations of the boarding facilities, ensuring the well-being and academic success of students, and supporting the Director of Boarding in implementing programs and policies that promote a strong sense of community and personal growth among boarders.

The Deputy Director of Boarding acts as a key liaison among students, parents, and school staff, and is responsible for cultivating an atmosphere that is conducive to the holistic development of each student within the boarding school setting.

The Deputy Director of Boarding is required to lead and manage other boarding house staff and work as an effective team member to create and coordinate a positive, Christian and caring residential environment for students.

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### **2. Reporting/Working Relationships**

*(to whom the person reports, staff for whom the person is responsible and other significant connections and working relationships within the College)*

The Deputy Director of Boarding is responsible to the Director of Boarding and is required to provide effective leadership to the BH team. The incumbent works closely with teaching and professional staff to deliver boarding House programs and services that support the achievement of required educational outcomes for our students.

In addition, the Deputy Director of Boarding works with the Boarding House Leaders and Health Centre staff to effectively support and manage the health and well-being of students.  
All staff

will abide by College policy and procedure and perform all duties requested by the leadership team.

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### **3. Special Conditions**

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The Deputy Director of Boarding is employed under the terms and conditions specified in the Lutheran Schools SA Enterprise Agreement, as varied from time to time.

Completion of ABSA Duty of Care certification within six months of appointment is a requirements of this role.

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### **4. Statement of Key Outcomes and Associated Activities**

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The role of Deputy Director of Boarding encompasses activities within the following Key Result Areas (KRAs):

- **Leadership**

- Lead and manage a team of boarding house supervisors to ensure that requirements are met
- Provide timely and specific constructive feedback, and tailored suggestions to staff to support their learning and development
- Provide consistent and considerate supervision and guidance to boarding house staff, and ensure adherence to staff codes of conduct
- Establish and manage new boarding staff orientation
- Identify and address present and future needs for boarding house staff development, and provide leadership to staff in professional development through positive and strong person development and performance appraisal
- Provide opportunities and encouragement for continuing staff development
- Ensure that boarding house staff represent the College in a positive manner at official functions.

- **Student Supervision**

- Assess, manage, and mitigate risk in relation to student well-being
- Provide active and encouraging supervision of the student study programs
- Monitor the participation of students in their academic and co-curricular programs
- Communicate openly with students about the expectations and routines required for the effective operation of the Boarding House
- Organise and supervise boarder recreation time and assist in providing organised recreation programs
- Ensure the compliance of students with approved standards of dress and behaviour, including ensuring boarding students represent the College in a positive manner at official functions and activities
- Ensure boarding students know and understand the behavioural expectations and routines required of them both within the College and in out-of-school environments to enable effective supervision
- Communicate effectively with students and other staff
- Show professional judgement and initiative in the performance of duties
- Provide consistent and culturally inclusive approaches to the management of students' behaviour.

- **Relationship management**
  - Initiate, promote and maintain strong and effective working relationships between residential staff, students, parents and wider community in an environment of cultural diversity
  - Promote a positive approach to the tasks and activities required of all persons in a communal living situation
  - Communicate in a positive manner with boarding students
  - Liaise with parents about their child's progress and to promote links between the boarding house and parents
  - Communicate openly with all staff on matters related to the ongoing effective operation of the boarding house as it pertains to students.
  
- **Boarding Administration**
  - Develop, implement and maintain effective administrative procedures, including procedures for recording leave and approving leave within approved guidelines
  - Prepare and maintain rosters for staff supervision of boarding students
  - Cooperate and communicate openly with other staff and the Director of Boarding in the day to day operation of the Boarding House
  - Assist the development of a positive school image by managing the effective communication of relevant information to parents and other care providers as required by the Director of Boarding
  - Ensure boarding facilities and surrounds are cared for, monitored, reported on and maintained frequently and effectively.
  
- **Team contribution**
  - Work cooperatively and collaboratively with Boarding House team members to deliver high quality boarding services
  - Actively participate in team meetings
  - Identify opportunities to improve performance and discuss opportunities openly and objectively.
  
- **Other duties as directed**
  - **Work Health and Safety**

This role is deemed to be a Worker under the *Work Health and Safety Act 2012 (SA)*. As a Worker, while at work the worker must:

    - Take reasonable care for his or her own health and safety
    - Take reasonable care that his or her actions or omissions do not adversely affect the health and safety of other persons
    - Comply with any reasonable instruction given by the College
    - Assist in the support of a safe workplace by reporting hazards, incidents and potential risk
    - Appropriately use any equipment provided at the workplace
    - Cooperate with any reasonable policy or procedure of the College that is related to health and safety in the workplace that has been notified to workers

## EMPLOYEE SPECIFICATION

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### 1. Educational/Vocational Qualifications

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- Current WWCC clearance or legislative equivalent
- Evidence of current responding to Abuse and Neglect training completion
- Current Senior First Aid Certificate
- Current Driver's License
- Completion of the Boarding Australia Certificate IV Community Service Work (Student Residential Care) within 12 months of appointment or a higher level qualification in a related field.
- Tertiary qualification in education or applicable discipline or equivalent experience
- Valuing Safe communities training with LESNW or willingness to complete upon appointment

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### 2. Personal Skills, Abilities and Aptitude

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- **Skills**
  - Well developed leadership skills and demonstrated ability to manage a team
  - Highly developed time management and organisational skills with the ability to set priorities and meet deadlines
  - Excellent written, verbal and interpersonal communication skills with the ability to interact confidently and sensitively with staff, parents and students
- **Abilities**
  - Proven ability to provide consistent and considerate supervision and discipline of adolescents and young adults
  - Proven ability to work as an effective team member
  - Demonstrated ability to establish effective working relationships based on mutual respect between staff and students
  - Well developed ability to plan and organize events and activities appropriate for adolescents and young adults and encourage participation of all
- **Aptitude**
  - Appreciation of, and commitment to, the Christian values and ethos of the College
  - Honesty, integrity, compassion in all actions
  - Be actively engaged in and meaningfully contribute to College activities
  - Proven aptitude for relating to and engaging with people from different social, ethnic, economic and cultural backgrounds

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### 3. Experience

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The Deputy Director of Boarding is required to demonstrate experience of:

- Working effectively and respectfully with people from different social, ethnic, economic and cultural backgrounds
- Successful management of a team in a working environment
- Student leadership and a record of success in leading young people

- Supervising and managing students in a residential boarding environment
- Meeting deadlines and following procedures
- Application of relevant technologies in administration
- Assessing, managing and mitigating risk in relation to youth activities

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#### **4. Knowledge**

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The Deputy Director of Boarding is required to demonstrate understanding of:

- Organisational and management practices appropriate to a residential boarding house program
- The growth and development, characteristics and needs of adolescents and young adults
- Current social, community and educational issues relating to adolescents and young adults
- The legal requirements for the supervision and management of students

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#### **5. Classification Level**

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The position of Deputy Director of Boarding is classified as Lutheran School Officer Grade 6. The Lutheran Schools SA Enterprise Agreement details relating to roles and responsibilities at this Grade Level.

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#### **6. Performance Standards and Review**

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Ongoing review of performance will be conducted by the Line Manager. Performance will be monitored through means consistent with the performance measures identified above and/or other measures considered by the College as relevant to the position.



## HOW TO APPLY

Applications including a cover letter and CV should be addressed to Andrew Reed and Bernie Dyer. Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential discussion, please call (08) 8100 8827.

### **Please Note**

Your application will be automatically acknowledged by a return email.