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## ROLE DESCRIPTION

### ASSISTANT HEAD OF STAGE – BOARDING

#### PERMANENT PART-TIME

#### ROLE PURPOSE

The Assistant Head of Stage (AHoS) works as a member of the Boarding Team, which is inspired by the highest ideals of teamwork, collegiality, integrity and professionalism.

The role of the AHoS is focused primarily on supporting the Head of Stage (HoS) in the effective management and day-to-day operation of the Stage of boarders assigned to them by the Head of Boarding (HoB), i.e. Stage 4 (Years 7 & 8), Stage 5 (Years 9 & 10) and Stage 6 (Years 11 & 12). In addition, the AHoS oversees the implementation of the Boarding Programs that are central to the Stage in their care.

#### ROLE RELATIONSHIPS

The AHoS is directly responsible to the HoS and then through to the HoB. As with all School employees, the AHoS is ultimately responsible to the Headmaster.

The AHoS will be ready to deputise for the HoS where necessary and may be asked by the the HoS or HoB to assist with duty covers for other members of the Boarding Team. Consequently, it is essential that the AHoS maintain good relationships with all members of the Boarding Team.

#### ROLE RESPONSIBILITIES

The AHoS will complete three evening duties per week (Monday to Friday) and be on duty for one weekend (Saturday and Sunday evenings) per fortnight during term-time plus two additional weeks. Any duty swaps by the AHoS must be communicated to the HoS well in advance and pre-approved. In the event of absence from duty, the AHoS must submit a Leave Application to HoB in accordance with the School's leave procedure. In times of emergencies involving boarders or Boarding staff, the AHoS may be asked by the HoS or HoB to assist with duty covers.

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The AHoS' role is to support and assist the HoS in the function of their duties and to deputise for the HoS where necessary. Therefore, the AHoS should gain a clear understanding of the broad range of tasks and responsibilities of the HoS.

#### Duties:

- Monitor and be involved in a boarder's academic, sporting, extra-curricular, moral, spiritual, medical and physical welfare.
- Liaise with Boarding staff when required in preparing and implementing duty rosters.
- Prepare reports as required by the HoS for Stage Newsletters.
- Distribute weekend lunch money each Friday evening, ensuring each boy signs off upon collection.
- Maintain a visible and active presence in the House especially during prep and after lights out, until such time as the boys are settled and accounted for.
- Maintain regular contact with School Teachers, Mentors and Mentor Team Leaders, School Counsellors, School Clinic, Boarding Executive Officer, HoS and Parents.
- Contribute to the maintenance of a database of behaviour for each boarder, in collaboration with other Boarding staff, for weekly Wellbeing Reports using the online REACH program.
- Prepare Boarding Reports on individual boarders when required.
- Maintain keys and security. Stage 4 to check and arm Level 1 outside Clinic Door and Stage 5 to check Reception Door nightly.
- Notify the HoS in regard to maintenance, repair and upkeep of rooms and recreation areas through the online REACH program.
- Follow procedures outlined on REACH.
- Ensure that AHoS Duty Report is completed and submitted in REACH at the end of each duty, for review by the Boarding Executive Team.
- Help implement the Boarding Programs that are central to the Stage in their care, such as Knox Total Fitness & Mentoring Programs such as Mindfulness.
- Supervise the boarders and liaise with parents at School functions.
- Ensure that appropriate supervision is provided at all times in accordance with structures and rostered staff and to arrange supervision in the event of staff absences in consultation with HoS, HoB and Boarding Executive Officer.
- Assist the HoS to exercise supervision of Boarding staff with regard to disciplinary issues which must be communicated straight away to HoS or HoB and not at hand-over time.
- Assist the HoS in inducting new Boarding staff and evening prep tutors into the House.
- Take appropriate steps to ensure that all House staff duties are completed at the designated times and logged in REACH.
- Assist the HoS in preparing the House for boarders at the end and beginning of each Term.
- Communicate procedures to boarders for off-premises leave, in conjunction with the HoS.
- Respond quickly and appropriately to parents' phone calls and enquiries, document details in REACH and communicate directly to HoS where necessary.
- Keep the HoS apprised on how the House is running, any specific issues communicated by House Managers at handover or Duty Reports submitted on REACH.
- Walk regularly on the Stage floors whilst on duty to ensure that there is an appropriate environment in which boys can study without distraction.

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- Work with colleagues in maintaining records of boarders' study grades in consultation with Senior Academic Master - Boarding, HoS and Evening Prep Tutors.
  - Allow reasonable preparation time and oversee the formal "daily handover" from the Stage House Manager/s on week days at 5:00pm and the handover to the Weekend Supervisor when he/she begins duty in the morning on Saturdays and Sundays.
  - Attend weekly Stage meetings, Boarding Team meetings, and any other meetings as requested by the HoB,

#### Relationships:

- Assist the HoS in providing effective team leadership for the development and support of an efficient Stage Team, which includes staff, boarders and parents.
- Provide the HoS and Boarding staff with professional support and loyalty.
- Provide prompt and cheerful service to all in the Boarding community and in particular those outside your Stage.
- Assist in developing effective communication links within the School community in conjunction with HoS and HoB.
- Assist the HoS to initiate team-building processes within the Boarding Team to promote a collegial and supportive environment.
- Ensure transparency in all dealings and conversations with boarders, parents and Boarding staff.

#### Boarders and Pastoral Care:

- Provide for the physical, spiritual and emotional welfare of all boys in the House.
  - Take an active interest in the academic and co-curricular development of each boarder.
  - Maintain open communication with boarders and relate to them on an individual basis.
  - Assist with the resolution of problems and record the steps to resolution through the "Pastoral Report" in REACH.
  - Liaise with the HoS on all issues regarding the welfare and progress of individual boys.
  - Provide encouragement and support for boarders in a professional manner so you are not compromising your position of authority and seen by the boys as a friend or big brother/sister.
  - Clearly define the expectations of each boy concerning cooperation and behaviour so all boys are treated equally and fairly.
  - Exercise appropriate discipline procedures in line with the HoS and HoB.
  - Communicate discipline procedures to boarders and the HoS as appropriate.
  - Ensure that boarders who require Clinic support and/or hospitalisation are adequately supported and that this is communicated to HoS and HoB as soon as possible.
  - Work with colleagues in the Boarding Team to ensure that the application of boarder care is consistent across all the Boarding Houses e.g. dining room behaviour.
  - Work closely with support personnel such as Learning Support, the School Counsellors, the appropriate Spiritual Advisers, HoS or HoB, Clinic Staff and parents in the case of a boarder experiencing difficulty.
  - Do not have family members in your company or substitute family to do your job whilst on duty.
  - Accompany the Stage for Dinner, take rolls and engage with the boarders.
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- Enter regular “Pastoral Notes” on the Stage ICT Register for each duty session and regular “Notes” in REACH while on duty.

#### Administration

- Assist the HoS to develop and implement an effective operational schedule for the Boarding Houses including daily timetable, weekend activities and attendance at School events.
- Ensure that boarders experience a safe living environment at all times.
- Monitor the transport arrangements of boarders to/from School activities and to home at the end of each term.
- Oversee the movement, behaviour and hygiene of boarders.

#### Team Leadership:

- Promote a sense of camaraderie in relation to the House Team and across Stages with all Boarding staff.
- Assist the HoS to ensure that staff working in the Boarding Houses are responsive to the expectations of the School, are inducted and their work is closely supervised.
- Assist the HoS in ensuring that all staff working in the Boarding House engage in a program of regular goal setting and review.

#### Climate of Excellence:

- Encourage a climate of excellence in boarder care through the establishment of effective collaborative relationships with parents and those responsible for the services to the Boarding Houses through the HoS and HoB.
- Complete the A.B.S.A. ‘Duty of Care’ course while in this role as part of Professional Development.
- Complete ongoing courses on child protection, including the Bravehearts learning programs

#### Vision:

- Work with colleagues in the Boarding Team towards the achievement of excellence in Boarding at Knox and in line with the School’s vision for Boarding by supporting all Boarding programs and procedures in a professional manner.
- Work with colleagues in the Boarding Team in developing new Boarding programs

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## ESSENTIAL CRITERIA

- Experience working in Boarding (desirable)
- Have an empathy for the particular issues encountered by international and isolated students in boarding environments and experience in dealing with such issues
- A demonstrated understanding of the particular developmental needs of boys and how this impacts on all aspects of Boarding
- A team player with cheerful, positive and professional disposition.
- Mentoring and coaching skills including the ability to deal with sensitive issues with confidentiality and discretion
- Propensity to recognise the value and uniqueness of each individual within the School community
- Professional and personal integrity
- Flexible and open to change
- Proactive, energetic and innovative
- Ability to work in a collaborative environment
- Demonstrated ability to build a cohesive team working towards common goals.
- Excellent verbal and written interpersonal communication skills for effective liaison with boarders, parents staff and the wider Knox community
- Good computer skills
- Ability to engage in boarder advocacy
- Conflict resolution skills
- Commitment to one's own ongoing learning

## WORK HEALTH & SAFETY

The incumbent will actively support and contribute to the maintenance and development of a safe working environment by:

- reporting incidents or accidents to the appropriate staff as soon as possible
- working within the WHS management systems that have been adopted by the School

The AHoS will be fully aware of the Emergency & Evacuation Procedure and Lockdown Procedure.

## LENGTH OF TENURE & APPRAISAL

The AHoS is an ongoing permanent part-time appointment, following the successful completion of a six-month probation period and performance appraisal. On an ongoing basis, the appointee will undergo a yearly Professional Review with the HoB.

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## REMUNERATION

Remuneration for the position will be commensurate with qualifications, skills and experience and in accordance with the terms and conditions of the *Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017*.

Superannuation Guarantee at the current legislative rate will be paid by the school in addition to salary.

***Please note: Successful applicants will be required to provide the School with a current NSW Working with Children Check number in accordance with Child Protection legislation***