

# Christchurch Girls' High School

## Te Kura o Hine Waiora

Director of Boarding

### Candidate Briefing Information

February 2026



**sheffield**  
Sheffield South Island



Christchurch Girls' | Te Kura o  
High School | Hine Waiora  
Manaakitanga Whanaungatanga Aroha Rangatiratanga

# The Role

- **Lead a high quality, supportive boarding environment**
- **Supporting young women through educational, cultural, sporting and social development opportunities**
- **Christchurch based**
- **Competitive Remuneration Package: Salary + benefits - including onsite accommodation (3 bedroom house with garage and parking)**

## **About the School:**

Christchurch Girls' High School | Te Kura o Hine Waiora was founded in 1877 and was the second state girls' secondary school in Aotearoa New Zealand, with a proud and long history of educating young women to take their place in the world. Our beautiful setting enhances a stimulating and nurturing learning environment, which is underpinned by rich tradition, inspired by innovation and driven by the pursuit of excellence in all its' endeavours.

Our school location may be the most beautiful and relaxing school site in Aotearoa New Zealand with the Ōtākaro flowing through the centre of our campus. This river site has significant history for Te Rūnanga o Ngāi Tahu and we are committed to nurturing the whenua that surrounds us.

## **Our Values:**

### **Manaakitanga**

Leading with moral purpose  
relationships

### **Whanaungatanga**

Leading by building and maintaining authentic

### **Aroha**

Leading with empathy and understanding

### **Rangatiratanga**

Leading with Mana and empowering others

Christchurch Girls' High School | Te Kura o Hine Waiora is a day school that offers boarding to support families. Acland House provides ākonga from rural and urban backgrounds with a positive and caring educational boarding environment, where they can share their different perspectives and create a sense of whānau and home.

Acland House provides accommodation for up to 130 boarders, between Years 9-13, from outside Christchurch, who attend Christchurch Girls' High School | Te Kura o Hine Waiora and is situated on Papanui Road, a five-minute drive from the school campus. Ākonga have the opportunity for educational, cultural, sporting and social development at the school and the hostel. The community spirit and element of fun creates a place where boarders will make friends and gain the knowledge, skills and experiences, that will allow them the freedom to shape their own future to realise their ambitions.

## **About The Role:**

The role of the Director of Boarding is to lead the boarding house, ensuring that provision at Acland House is world-class. This includes overseeing quality and standards of pastoral care across Acland House to remain consistently high and that ākonga absolutely see Acland House as 'home away from home'.

The Director of Boarding is responsible for the care, leadership, administration, and development of the boarding community, the integration of the boarding community as an essential part of the school community, and the promotion of the school and boarding house to the broader community.

The role is varied and dynamic with responsibility for leading a highly engaged team, maintaining an active involvement with ākonga and their welfare and managing communication, functions and events for parents, whānau and the community. Operational (day to day) management, including some employment, finance, property, health and safety and compliance responsibilities are key to managing a sustainable boarding function, reporting to the Principal and the Board of Christchurch Girls' High School | Te Kura o Hine Waiora.

The Director of Boarding needs to be flexible and responsive to the needs of leading and managing a boarding house. The hours of work include evening and weekend work, (and may include overnight shifts and attending to emergency situations, as required) to meet the needs of Acland House and the obligations of the role. The Director of Boarding, as part of their responsibilities, may be required to work additional hours from time to time in order to perform the duties of the position. This is a salaried position for 52 weeks per year, representing ongoing responsibilities through term break periods.

To be successful in this role, you will need:

- Demonstrated exemplary leadership skills and experience in collaborative leadership, supporting team development
- Business and financial acumen, backed up with skills in planning, prioritising and administration
- Exceptional interpersonal, relationship and communication skills, with the ability to develop excellent rapport with students, whānau and staff
- A track record of success in delivering effective pastoral care to ākonga in Years 9-13, with a clear understanding of the physical and mental wellbeing of boarding students
- Ability to effectively monitor the academic work and progress of boarding students, and to arrange for appropriate interventions when required
- Ability to oversee and ensure boarder participation in the school's co-curricular program and community activities
- Excellent problem-solving skills to liaise with staff, students, parents/caregivers and whānau, along with sound judgement and effective decision-making, to meet the needs of boarders and the boarding community
- Demonstrated experience in stakeholder management, to effectively liaise with school staff, Counsellors, SLT and others involved in the care and welfare of boarders
- Self-driven, able to work independently, with initiative and a 'can-do' attitude
- Ability to understand and demonstrate a commitment to equity and diversity
- Passionate about boarding, community life and ensuring a quality boarding experience for ākonga, parents/caregivers and whānau.

Christchurch Girls' High School | Te Kura o Hine Waiora, will welcome you to a vibrant, positive and caring community where we celebrate our culture, value diversity, promote inclusivity and create a sense of belonging.



# About The School

**Christchurch Girls' High School | Te Kura o Hine Waiora** (CGHS) is one of the oldest girls' secondary schools in New Zealand, located in Christchurch. Established in 1877, it has a strong academic reputation and a history of producing high-achieving students. The school offers education for Year 9 to Year 13 students and is known for its emphasis on academic excellence, leadership, and extracurricular activities. Its broad curriculum encourages critical thinking, creativity, and a love for learning.

The school location may be the most beautiful and relaxing school site in Aotearoa New Zealand with the Ōtākaro flowing through the centre of the campus. This river site has significant history for Te Rūnanga o Ngai Tahu and there is a genuine commitment to nurturing the whenua that surrounds it.

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## **Our Vision:**

The development of 21st Century lifelong learners by providing a passionate learning environment with diverse opportunities, experiences and authentic relationships to enable learners to flourish, celebrate achievement, contribute to our world and become tomorrow's inspired leaders today.

## **Our Values:**

Every student has the ability to flourish and find her place. Apart from our excellent academic results and passion on the sports field, we celebrate and embrace ethnic and cultural diversity.

### **Manaakitanga**

Leading with moral purpose  
relationships

### **Whanaungatanga**

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Leading with Mana and empowering others

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Under the leadership of Principal Helen Armstrong, the school boasts a dedicated team of educators who are passionate about providing high-quality education and support to all students.

Click [here](#) to take a virtual tour of the school



## About Acland House

[\*\*Click here to watch Welcome to the Acland House Virtual Tour! Created & Edited by the awesome Acland students\*\*](#)

Acland House is located on Papanui Road, Christchurch, a five-minute drive or 20-minute Hagley Park edge walk to the school campus. The hostel is governed by the Christchurch Girls' High | Te Kura o Hine Waiora Board, supervised by the Principal and managed by the Director of Boarding.

The main building was built in 1893 by the Struthers Family and was known then as Wardington. The existing hostel opened in 1921, and it was named after the then Chair of the Christchurch Girls' High School | Te Kura o Hine Waiora Board, Mr Henry Acland. The boarding establishment compromises the original historic homestead and adjoining dormitory wings. There are places for up to 130 students between Years 9 and 13.

Acland House is an integral part of Christchurch Girls' High School | Te Kura o Hine Waiora, offering a safe and nurturing environment where boarders can thrive academically, socially, and personally.

Junior students are accommodated in dormitories while senior students have their own rooms. Learning is supported by the provision of computers linked to the school network. Supervised prep and support are provided for junior students in the evening. Students enjoy their own common areas and recreational facilities, tennis courts, and swimming pool.

The boarders and their whānau are an essential and much-valued part of the school. A strong sense of community is developed within Acland House, built on respect and caring relationships and staff committed to providing a supportive and safe environment. Throughout the year activities are held to foster hostel spirit and provide enjoyable shared experiences. The affable rivalry between the hostel and school displayed at sporting events and special occasions highlights this sense of community.

Senior students can take on leadership roles within the hostel, contributing to the vibrant community life.

## **Mission statement for Acland House:**

To provide young women with a positive and caring educational boarding environment. Acland House aims to:

- Be a living and learning community that is managed effectively and efficiently, fostering independence, self-worth and resilience.
- Provide a warm, welcoming and safe environment for ākonga.
- Provide ākonga with opportunities that might not otherwise be accessible.
- To help ākonga to live together as productive, co-operative members of a community.
- Encourage ākonga to take personal responsibility for their mental and physical wellbeing.
- Encourage academic achievement in an atmosphere conducive to learning.
- Encourage the productive use of leisure time by participation in sports and the arts.
- Employ suitably qualified staff who are committed to understanding the needs and requirements of young people.

This community spirit and element of fun create a place where ākonga will make friends and gain the knowledge, skills and experiences, that will allow them the freedom to shape their own future to realise their ambitions.

## **Accommodation**

A requirement of this role is to live on-site. The accommodation provided is adjacent to the boarding house. The house is well appointed, with 3 bedrooms and heat pumps as well as a private backyard. Accommodation and utilities calculated as part of the remuneration package.

Christchurch Girls' High School | *Te Kura o Hine Waiora* is committed to the safety and protection of children.  
All Employees are expected to comply with our School Child protection and Safeguarding Policy

## **Discover more:**

[Christchurch Girls' High School | Te Kura o Hine Waiora website](#)

[2024-2025 Strategic Plan](#)

[Christchurch Girls' High School | Te Kura o Hine Waiora Board](#)

[Explore - Christchurch Girls' High School | Te Kura o Hine Waiora](#)

[Christchurch Girls' High School -Te Kura o Hine Waiora ERO Report](#)

[Christchurch Girls' High School / Te Kura o Hine Waiora Facebook](#)

[Acland House | Facebook](#)





## Te Whakatūranga ō Mahi POSITION DESCRIPTION

### Director of Boarding (Live-in)

<b>Reports to</b>	The Principal
<b>Functional Relationships</b>	The Board Acland Hostel staff and students Parents Senior Leadership Team Acland Advisory Committee Acland House Parent's Association Counsellors/Deans School office staff Principal's EA
<b>Position details</b>	Permanent, Full-Time

**Responsibilities** As a key member of our staff, the Director of Boarding will lead with our values and work in the best interests of our kura.

**Manaakitanga**

Leading with moral purpose

**Whanaungatanga**

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#### The Role

The Director of Boarding is a leadership position responsible for managing Acland House effectively, and with overall pastoral and academic responsibility for the wellbeing and development of all boarding students in their care. They will lead and manage their team to create a happy, supportive, secure and stable environment (both physical and emotional), ensuring high quality care and safeguards for boarders at all times.

The Director of Boarding will establish clear and professional expectations, provide ongoing support and ensure that the work of all boarding staff is in line with the ethos of Acland House and Christchurch Girls' High School | Te Kura o Hine Waiora.

As a visible role model, they will represent Acland House, positively promoting and advocating for boarding internally and externally, ensuring that the boarding community is integrated seamlessly into school life.

## **Primary Objectives | Whāinga**

- Provide positive and effective leadership of boarding, working in the best interests of Acland House and Christchurch Girls' High School | Te Kura o Hine Waiora
- Lead and manage all operational aspects of boarding, pastoral care and safeguarding for boarders, ensuring their welfare is of paramount importance
- Establish and maintain positive, professional and respectful relationships between ākonga, staff, whānau and the wider community
- Provide a happy, caring, supportive, secure and stable environment in which all boarders will flourish socially, emotionally and intellectually

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## **Personal Attributes | Experience Kā Āhuatanga Whaiaro**

- Proven ability to provide exemplary leadership and fulfil aspects of a senior leadership role, with an understanding and experience of managing a boarding house
- Enthusiastic, self-motivated and resilient with the ability to lead a demanding but highly rewarding work environment
- A warm, welcoming and friendly disposition and ability to develop excellent rapport with ākonga, whānau boarding staff and teaching staff and the capacity to build strong parent partnerships
- Passion and experience in providing pastoral care and support for ākonga, and knowledge of how to ensure boarders reach their potential pastorally and academically
- Maintains an excellent personal ethical standard and leads other staff to do the same.
- Ability to maintain confidentiality and demonstrate a strong sense of loyalty.
- Demonstrated capacity for teamwork, independent work and the ability to take initiative
- Excellent organisational and administrative skills, with the ability to delegate, be flexible, creative and innovative.
- Excellent interpersonal, written and oral communication skills and competence with digital technology
- Demonstrated commitment to ongoing professional learning
- Commitment to managing personal wellbeing and supporting the wellbeing of the boarding community

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## **Limits of Authority**

- Education Acts and other relevant Acts and Regulations, Policies of the school and Board
- Any policy change must be in harmony with the School's goals, policies, and administrative structures
- All expenditure over an amount agreed by the Board must be approved by the Principal | Tumuaki

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## Key Accountabilities | Ngā Takohanga

Key Tasks	Key Objectives
<b>Professional Leadership and Management</b>	<ul style="list-style-type: none"> <li>Work with the Principal and Senior Leadership team to articulate and implement an overall vision for the boarding community in line with the school vision, values and ethos</li> <li>Create and contribute to a positive and supportive culture and a professional working environment, where respectful relationships with ākonga, staff, whānau and the wider community are maintained</li> <li>Establish professional expectations and high standards for all boarding staff, fostering collaboration and collegiality</li> <li>Clearly and concisely communicate in appropriate, professional and timely manner, with all stakeholders, handling sensitive conversations effectively and respectfully</li> <li>Lead and manage the boarding team to create a happy, caring, supportive, secure and stable environment for boarders</li> <li>Lead and manage all operational aspects of Acland House and ensure that policies, processes and practices are up to date and implemented effectively with annual reviews as required</li> <li>Use initiative, anticipate needs and be proactive, taking action to achieve shared goals</li> <li>Identify and analyse issues, and problems in a timely and effective manner and be a positive and calm influence, maintaining motivation to overcome any challenges</li> <li>Develop the professional expertise and compliance requirements of boarding staff through professional learning opportunities and regular onsite training to ensure policies and procedures are adhered to</li> <li>In conjunction with the Principal, interview and appoint boarding staff</li> <li>Lead effective induction and orientation processes for new staff, monitoring their progress and providing further guidance to meet individual needs</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>Be responsible for the day-to-day management of the boarding house, with a high regard for health and safety, emergency procedures and security</li> <li>Create and maintain up-to date and accurate boarding documentation, and ensure information is stored securely</li> <li>Be highly organised, handling multiple demands and prioritise tasks effectively to meet deadlines, despite interruptions</li> <li>Maintain a roster system for staff, engaging relief staff when required</li> <li>Ensure the due care and supervision of students in all boarding activities</li> <li>Be responsible for procedures regarding leave and travel arrangements of boarding students</li> <li>Liaise with the Business Manager to effectively prepare and manage the boarding budget and ensure the appropriate care of all boarding facilities and environment</li> <li>Effectively and efficiently uses available financial resources and assets, within delegated areas of authority and maintains an accurate inventory of boarding house equipment and resources</li> <li>Organise regular and effective meetings with boarding staff, keeping accurate records and executing resulting actions</li> <li>Assess the performance of staff in line with school policy</li> <li>Oversee the kitchen staff to ensure the daily provision of nourishing meals for boarding staff and ākonga</li> <li>Oversee and support programmes that provide cultural, sport and service opportunities for ākonga, and facilitate social interactions and community spirit</li> <li>Provide regular written boarding reports to the Principal and the Board</li> </ul>

<b>Pastoral and Academic Care</b>	<ul style="list-style-type: none"> <li>Oversee and monitor ākonga health, wellbeing and behaviours in conjunction with the boarding staff and liaise with the Deans, Counsellors and Deputy Principal (Pastoral) to ensure individual needs are met, with respect to privacy and confidentiality. Ensure the Principal is fully informed of any concerns.</li> <li>Monitor academic progress, ensuring learning support is provided where necessary</li> <li>Develop systems that support academic progress and effective study habits for boarders</li> <li>Ensure accurate and up to date records are maintained, and relevant staff and whānau are informed of concerns</li> <li>Monitor and case manage students of pastoral or academic concern, liaising with school staff and addressing needs through appropriate interventions</li> <li>Develop and maintain appropriate behaviour management strategies, that promote positive behaviours and enhance wellbeing. Day to day responsibility for the management of behavioural issues and associated disciplinary procedures</li> <li>Lead effective induction and orientation processes for new ākonga, monitoring their progress and providing further guidance and support to meet individual needs</li> <li>Provide programmes and activities that positively support wellbeing (social, emotional and physical) and promote Acland House spirit</li> <li>Develop and lead a boarding leadership structure for ākonga that encourages and empowers them to develop their leadership skills, be involved in decision-making and fosters the tuakana-teina relationship</li> </ul>
<b>Community Relations</b>	<ul style="list-style-type: none"> <li>Foster open communication and collaboration with whānau regarding boarding, student wellbeing and academic progress</li> <li>Develop and maintain a boarding whānau group to foster boarding community and whānau input</li> <li>Promote boarding and student activities and celebrate student successes through social media and publications</li> <li>Strengthen community relations through connections with parents, whānau, prospective parents and the wider community</li> </ul>
<b>Te Tiriti o Waitangi Partnership</b>	<ul style="list-style-type: none"> <li>Ensure culturally responsive practice and understanding of Aotearoa New Zealand's cultural heritage, using Te Tiriti o Waitangi</li> </ul>
<b>Contribution to School Life</b>	<ul style="list-style-type: none"> <li>Engage actively in implementing and fulfilling the obligations of the school strategic and annual plan</li> <li>Contribute to and participate in the corporate life of the school, school-wide co-curricular activities, extra-curricular activities, and events</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>Undergo Police vetting</li> <li>Adhere to and implement relevant policies, practices, and procedures for safeguarding</li> </ul>
<b>Health and Safety</b>	<p>All staff are expected to</p> <ul style="list-style-type: none"> <li>Implement and adhere to all safe work practices and procedures in accordance with the school Health and Safety Policies</li> <li>Monitor and take care of the health and safety of others within your areas of responsibility and report any hazards in accordance with school procedures</li> <li>Participate as required in the resolution of Health and Safety issues and training as required</li> </ul>
<b>Staff Expectations</b>	<p>All staff are expected to:</p> <ul style="list-style-type: none"> <li>Always conduct themselves with professionalism and adhere to the school policies and procedures</li> <li>Promote the vision and values of Christchurch Girls' High School   Te Kura o Hine Waiora and be an advocate for the school and our students in the community</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>Undertake specific responsibilities and duties at the Principal's   Tumuaki discretion</li> </ul>

# Sheffield Contacts



## **Andrea Bankier**

### **Senior Consultant**

Andrea has a twenty-plus years track record of success as a consultant and facilitator across an extensive range of strategic and operational Human Resources and Organisational Development including executive level search, recruitment and selection and CEO performance reviews. She works with Boards on the appointment of Non-Executive Directors and to facilitation Board reviews and planning, and in the appointment of CEOs, enhanced by her own governance experience. She has worked extensively in the education sector (primary, secondary and tertiary) in the appointment of Tumuaki, Principal's, Deputy Principals and other senior leaders. Andrea holds a Bachelor of Education and Master of Health Administration.



## **Emma Gifford**

### **Search Consultant**

Emma has a strong analytical and research background, with over 20 years' experience in professional services and consultancy firms. She combines a genuine interest in what makes businesses work well with a strong attention to detail, and enjoys working in an environment with a strong team focus that delivers quality outcomes for our clients.



## **Nicola Young**

### **Project Coordinator**

Nicola works from our Christchurch office as the national Digital and Website Support Administrator, playing an integral part of all our Search and Selection assignments. She is responsible for the timely and accurate placement of all client advertising across a range of digital channels.

In addition, Nicola assists the South Island team with their Digital Marketing and Communications and supports the Project Coordinator team in the Christchurch Office.

Click or tap here to enter text.

# Our Process



## Search and Advertising

During this period a Sheffield consultant may contact you to discuss your application, explore your motivation for applying and assess your suitability and fit with the key competencies of the role. All applications received will be acknowledged via email.



## Candidate Review

Sheffield will provide a formal report of all applications received with summarised candidates' information from CVs and cover letters, to the client for their consideration. All candidates will be advised of the status of their application within a week of the advertised closing date.



## Consultant/Longlist Interviews

The lead consultant will interview those candidates selected for progression either face to face or via video meeting depending on location. The format will be a behavioural-based interview where you will be asked to provide examples from your career in relation to key competencies of the role. This will also be a chance to discuss motivations for applying and general career background, as well as to answer any queries you may have about the role.



## Recommendations for Shortlist

From the initial longlist interviews, Sheffield make recommendations for shortlist to the client. We also provide a formal report to our client including summary points from your longlist interview. Those candidates not selected for further progression will also be advised at this stage.



## School Shortlist Interviews

If you are progressing to the shortlist/school interview stage, you will be contacted and arrangements will be made for a suitable time for interview. We ask for your flexibility to make this work as easily for the client as possible.



## Due Diligence and Decision

If you are the successful candidate this will involve reference checking and probity of education, employment and police records as well as online searches. Christchurch Girls' High School will undertake these checks. Unsuccessful candidates will also be informed at this stage by the school.

# How to Apply

Candidates can apply, in strict confidence, online at [www.sheffield.co.nz](http://www.sheffield.co.nz).

To apply by email, please attach your cover letter and CV and send to [cvchc@sheffield.co.nz](mailto:cvchc@sheffield.co.nz) quoting 9138aa.

Applications close on 22 February 2026. Emails will be electronically acknowledged, and further correspondence may be by email. For more information please phone Andrea Bankier on +64 27 447 8102.

Sheffield has prepared a Candidate Handbook which provides you with valuable information and suggestions for your job search. To read through the handbook please visit: [Candidate Handbook](#)

## Working with Sheffield

**You can expect  
that Sheffield  
will:**

Act with utmost integrity, honesty & with complete confidentiality

Treat you with respect & comply with all relevant laws & policies

Maintain a high level of communication throughout a recruitment process

Demonstrate the highest levels of individual skills & knowledge

**In return, we  
would like to  
expect that you  
will:**

Be up front and completely honest with us

Prepare thoroughly for all interviews

Treat your consultant as the potential employer with the same courtesy and respect they show you

Work closely with your consultant

*The information contained in this document is a reflection of the essential elements of the position and company history as represented to Sheffield by Christchurch Girls' High School | Te Kura o Hine Waiora and is not intended as a formal position description. It will be subject to further elaboration or clarification at a later stage in the selection process and Sheffield accepts no liability for any representations made in good faith.*

**Trusted advisors in  
sourcing, selecting and  
shaping leaders for  
over 60 years**

**sheffield**   
Sheffield South Island

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