



Christchurch Girls' High School | Te Kura o Hine Waiora

Manaakitanga Whanaungatanga Aroha Rangatiratanga

# Director of Boarding

Supplementary Information

April 2026



# About The Role

- **Provide strategic and pastoral leadership of a high-quality boarding environment**
- **Support young women to thrive academically, culturally, socially and through sport**
- **Christchurch-based, live-in leadership role**
- **Competitive remuneration package: Salary + benefits, including onsite accommodation (three-bedroom house with garage and parking)**

Christchurch Girls' High School | Te Kura o Hine Waiora is seeking a passionate Director of Boarding to lead our prestigious boarding house, Acland House. This leadership role, positioned at Assistant Principal level, works closely with the Principal, Senior Leadership Team, and Board to deliver a safe, nurturing and aspirational boarding experience aligned with our school vision of empowering and inspiring ākonga to flourish.

The Director of Boarding provides strategic leadership, pastoral oversight and operational management of the boarding community. You will be responsible for the wellbeing, care, administration and ongoing development of both boarders and boarding staff, while ensuring strong integration between boarding life and the wider school community.

The varied and dynamic role is responsible for leading a highly engaged boarding team, maintaining an active and visible presence with ākonga and supporting their wellbeing, managing effective communication with whānau and the wider school community, and overseeing boarding activities, events and traditions. The position also includes responsibility for the operational day to day management of the boarding house, including aspects of employment, finance, property, health and safety and compliance. The Director of Boarding reports to the Principal and the Board of Christchurch Girls' High School | Te Kura o Hine Waiora and plays a key role in the sustainability and success of Acland House.

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 some evening and weekend work, and may include some 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. The nature of this role will require the appointee to live on-site during term times, though the accommodation will be available for their use throughout the year.

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 extracurricular 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. We are committed to the safety and protection of children, and all Employees are expected to comply with our School Child protection and Safeguarding Policies



## 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.

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## Our Vision

### **Empower, Inspire, Flourish**

To empower and inspire our ākonga to flourish, achieving academic confidence and personal excellence

## 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

### **Aroha**

Leading with empathy and understanding

### **Whanaungatanga**

Leading by building and maintaining authentic

### **Rangatiratanga**

Leading with Mana and empowering others

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Under the leadership of Principal Helen Armstrong, our culture of learning empowers success, our Curriculum inspires and enriches and our connection enable us to grow and flourish.

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

### **Discover more:**

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

[2026 - 2028 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](#)





## 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 comprises 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 and 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:**

Acland House aims to create a warm, welcoming and safe living and learning community that is managed effectively and fosters independence, self-worth and resilience, while providing ākongā with opportunities they may not otherwise have.

It supports ākongā to live together as cooperative, productive members of a community, encourages personal responsibility for mental and physical wellbeing, promotes academic achievement in an environment conducive to learning, and values the productive use of leisure time through sport and the arts, all supported by qualified staff who understand the needs of young people.

This community spirit and element of fun create a place where ākongā 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, utilities and food calculated as part of the remuneration package.



# Christchurch Girls' High School | Te Kura o Hine Waiora

Manaakitanga Whanaungatanga Aroha Rangatiratanga

## Te Whakatūranga o 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**

Leading by building and maintaining authentic relationships

#### **Aroha**

Leading with empathy and understanding

#### **Rangatiratanga**

Leading with Mana and empowering others

### 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 Āhutatanga 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 ākongā, 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 ākongā</li> <li>• Oversee and support programmes that provide cultural, sport and service opportunities for ākongā, 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>