



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

*Manaakitanga. Whanaungatanga. Aroha. Rangatiratanga.*

## 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**

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 inline 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></ul>

	<ul style="list-style-type: none"> <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 ākongā 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 ākongā, 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 ākongā 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> </ul>

	<ul style="list-style-type: none"> <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   <i>Te Kura o Hine Waiora</i> 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   <i>Tumuaki</i> discretion</li> </ul>

**Position: Director of Boarding (live-in)**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Principal | *Tumuaki***

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_