



JOB DESCRIPTION: YEAR GROUP BOARDING MANAGER

TENURE:	Full Time, Permanent
RESPONSIBLE TO:	Director of Wellbeing
FUNCTIONAL RELATIONSHIPS WITH:	Students Parents Principal Senior Management Team Other Heads of Departments Support Staff

PURPOSE OF ROLE:

The Year Group Boarding Manager is responsible for professionally caring for and nurturing a student year group within the context of their developmental stage, the boarding environment and the life of Nga Tawa Diocesan School. The Boarding Manager is responsible for the effective management of resources, for maintenance, for the effectiveness of systems, for addressing student health and safety concerns and for effective communication with parents and families of students, within their area of responsibility.

PERSON SPECIFICATION

The Year Group Boarding Manager will have a number of skills and confidence in the support and nurturing of adolescent young women as well as being an effective communicator with students, staff and parents.

EDUCATION QUALIFICATION

Experience in Nursing, Counselling, Social Work or Level 4 attainment in a similar discipline.
Experience working with young people and their families.
Evidence of ongoing and appropriate Professional Development.
Clean Drivers Licence.
Current First Aid Certificate.

KNOWLEDGE AND EXPERIENCE

An appreciation of the needs of young women.
Evidence of an ability to relate to young people and their families.
Confidence and experience in practising First Aid.
A capacity to manage and resolve issues that may involve students.
Knowledge and commitment to effective Wellbeing Practises.
Evidence of effective problem solving and initiative.
An understanding of 21st century education and the associated focus and demands on students.
An understanding of girls' education and the relative advantages for young women educated in a girls' school.

Demonstrated empathy with Māori students and a commitment to the principles of the Treaty of Waitangi.

An ability to work with International Students.

Competence and confidence in using Information Technology

Effective written and oral communication skills appropriate for a range of audiences (students, colleagues, parents).

Time management and administrative skills and an ability to uphold deadlines.

Demonstrated ability to identify students requiring pastoral support and collaborate with staff to provide the expertise and supportive environment for students to grow and succeed.

Experience of the demands of working a split shift and the ability to work independently as well as in a collaborative team.

**PERSONAL
PROFESSIONAL
QUALITIES**

A direct and active interest and involvement with students and their families to help build the sense of community and belonging.

Commitment to the wellbeing of the students.

A practical commitment and support of the Anglican special character and model the values of courage, respect and integrity.

Loyalty and the ability to provide collegial support to other boarding staff.

Ability to work as part of the team to ensure a stimulating, positive and rewarding boarding environment.

Enthusiasm and innovation in working to resolve problems.

Commitment to the Nga Tawa Strategic and Annual Plans and the Policies and Procedures, including Wellbeing Practices.

An open, warm, caring and empathetic manner when managing a diverse range of students, reflecting the Anglican ethos of the school.

Commitment to on-going professional learning.

Ability to perform well in, what is sometimes, a demanding environment.

Ability to model appropriate professionalism to the Nga Tawa community.

Ability to relate to and liaise with support staff and contractors.

A good level of physical fitness.

Clear Police Vetting.

KEY ACCOUNTABILITIES:

1. Learning
2. Health and Safety
3. Special Character
4. Corporate Responsibility

1. LEARNING

Key Tasks

In consultation with staff and the students in your care, develop and maintain an engaging and positive learning environment through effective communication, positive relationships and teamwork.

Identify students in your area of responsibility with particular needs and requirements and ensure that these needs/requirements are being reasonably met. These include students who:

- a. Have learning or behavioural challenges
- b. Are exceptionally talented/gifted
- c. Are Māori and seeking to 'achieve as Māori' in line with *Ka Hikitia* (the government's Māori education strategy) and with consideration of the boarding school context
- d. First language is not English

Any work with these students will be undertaken in conjunction with staff with particular responsibility in these areas including the lead teachers for Learning Support, the ESOL teacher, the student's Deans, Mentor, Deputy Principal Director of Wellbeing and the Dean of International Students and Director of Boarding.

Performance Indicators

Positive student and staff appraisal feedback and effective supervision of evening Prep (as required)

Students identified and appropriate learning and support is implemented successfully, in consultation with the Mentor, classroom teachers, Pastoral Care Team and Year Level Dean.

Support student preparation and involvement in festivals, performances, sporting and academic opportunities (both in and out of school).

Student participation and achievement in opportunities provided. Staff knowledge of student endeavour

Encourage students to accept responsibility, promote school expectations and find support and solutions when challenges arise.

Students are confident and demonstrate responsibility, respect, integrity and courage.

2. HEALTH AND SAFETY

Key Tasks

The health of students is managed effectively, referrals to the nurse, counsellor and other pastoral staff are made in a timely and caring manner.

Be aware of legislation in regards to Vulnerable Childrens' Act 2014, Hostel Regulations 2005 and Health and Safety 2015 and practise accordingly.

Performance Indicators

Health and Safety procedures are followed

Empathy is demonstrated towards students

Students report feeling safe and cared for and those at risk are identified and referred while also being supported by the school

Hazards, Near Misses and Injuries in the area of responsibility are recorded, reported and eliminated as much as is possible.	<i>Hazards and those areas contributing to near misses are eliminated and injuries are reported and treated appropriately</i>
Boarding procedures and emergency evacuation procedures are known and practises are led efficiently.	<i>Students understand procedures and respond appropriately</i>
Oversee the compliance of parents and students in regards to leave and transportation of students, medication procedures and notifying school when a student is unwell.	<i>Parents practise within these expectations. Nga Tawa News and the School App is used appropriately to assist in communication with parents.</i>
Implementation of the Code of Practise for the Pastoral Care of International Students in Boarding.	<i>International students feel valued and supported.</i>
In consideration of confidentiality the Pastoral Care Team is kept informed of student behaviour, health and wellbeing	<i>Students feel supported and staff feel informed about students in their care</i>
Promote Nga Tawa Diocesan School values to maintain a philosophy of caring and nurturing in boarding to ensure the wellbeing of students so that they are open to learning.	<i>Students feel safe, valued and desire to be part of the Nga Tawa community</i>
First Aid is administered appropriately and confidently when required. Skills are up to date.	<i>First Aid Certificate and staff are confident in their practise</i>
Effective communication is achieved with others working with the same year group so that there is continuity and stability for students	<i>Students feel safe and secure</i>
Meet regularly with the Director of Wellbeing for Line Management, supervision and support.	<i>Constructively contribute to meetings</i>
Ensure all hostel systems and procedures are followed, including appropriate year level use of electronic devices.	<i>Positive students feedback perceiving boarding is a fun, safe and nurturing place to live</i>
Effective use of the Pastoral Guidelines and Restorative Practice for the management and reporting of concerns, developing student skills and celebrations of student behaviour.	<i>Students and staff feel safe and supported</i>

3. SPECIAL CHARACTER

Key Tasks	Performance Indicators
Model the school values of respect, integrity and courage.	<i>Behaviour and attitude are consistent with school values</i>
Support and encourage students to explore the Anglican faith.	<i>Students engage in faith opportunities</i>
Demonstrate integrity regarding the Anglican ethos of the school.	<i>Actively support the Anglican tradition</i>
Develop meaningful professional relationships with the students in your care in boarding and their families	<i>Students are open to consult with you and parents feel able to contact you with their concerns</i>

4. CORPORATE RESPONSIBILITY

Key Tasks	Performance Indicators
Annually complete an Appraisal with Director of Wellbeing	<i>Completed appraisal cycle</i>
Participate, support and contribute to boarding staff professional development and meetings	<i>Attend all scheduled meetings and others as required</i>
Complete student reports when indicated on the Calendar	<i>Reports are completed in a timely manner and reflect relationships with students</i>
Communicate with parents regularly about boarding life for their daughters	<i>Regular up-dates are received by parents and they feel connected to Nga Tawa</i>
Support the school policies, Strategic and Annual Plan in a positive manner	<i>Feedback from Director of Wellbeing</i>
Undertake specific duties which are part of the overall running of the school.	<i>Student rosters are available and duties are assigned and completed</i>
Support activities related to the co-curricular programme provided for students.	<i>Attendance at co-curricular activities and encouragement of students</i>
Provide a professional image and example to School personnel and members of the school community.	<i>Feedback from Director of Wellbeing and families.</i>
Use available opportunities to present Nga Tawa to members of the community in the best possible light.	<i>Feedback from the community</i>
Perform such other duties and assume other responsibilities as the Director of Wellbeing may assign.	<i>Feedback from Director of Wellbeing</i>
Liaise and collaborate with Environmental and Catering staff, as well the Maintenance and other sectors of the school.	<i>Feedback from staff in these areas and evidence of effective working relationships</i>

Signed:
Employee

Date:

Signed:
Employ

Date:

SUMMARY OF RESPONSIBILITIES OF BOARDING MANAGERS:

Be familiar with the following and maintain systems to ensure student wellbeing.

- Emergencies in boarding
- Security and supervision
- Health and Safety
- Pastoral Care
- Restorative Practise
- Support of student learning
- Support of student extra-curricular activities
- Communication with parents
- Collaborate with colleagues in a positive and effective manner
- Code of Conduct for staff at Nga Tawa Diocesan School
- Procedures relating to Boarding and the effective operation of the school

Key tasks include but are not limited to:

- Managing student leave applications and sign in/out sheets
- Managing student medications
- Assessing students for medical or pastoral referral
- Confident use of Restorative Practise resources
- Compilation of student rosters for dishes and hostel duties
- Preparation of student rooms prior to the start of each term
- Allocation of rooms to students each term
- Reporting of maintenance needs
- Facilitation of year group student meetings
- Notification to Catering Manager of changing catering needs
- Participation in Dining Room duties
- Liaison with Travel Co-ordinator regarding student travel plans
- Liaison with Deans regarding student needs
- Liaison with International Dean regarding International student plans and needs
- Ensure duties are completed by students each day
- Compilation of leave sheets for weekends and student signing in and out
- Regular individual and group communications with parents
- When on duty, be available to boarders in your care at all times and aware of their whereabouts and needs
- Have supplies of toiletries, sanitary products, pantyhose and other emergency items for students
- Appropriate referrals to Nurse and Counsellor
- Maintain accurate student records including medications, illness, behaviour, purchases and others that may be requested by the Director of Wellbeing
- Maintain confidentiality over sensitive matters and report any concerns to the Director of Boarding or Pastoral Team
- Maintain a current First Aid Certificate
- Attend appropriate Professional Development and report back to DOB and boarding colleagues
- Active participation in boarding and pastoral meetings
- Completion of Annual Appraisal with DOB