



Position Description

## **Head of Boys Boarding**

Position title	Head of Boys Boarding
Reports to	Director of Boarding
Category	POL 3

## Role Description

The Head of Boys Boarding supports the Director of Boarding in the effective leadership, organisation, and supervision of the College's Boarding Program. This role ensures that operational procedures, safety standards, and communication systems are consistently maintained to the highest standard. Working collaboratively with Boarding Supervisors, parents, and College staff, the Head of Boys Boarding provides clear direction and visible leadership within the boarding community. Rooted in the Marist values of presence, family spirit, and love of work, the role balances care and accountability—ensuring every boarder experiences a safe, structured, and supportive living environment conducive to personal and academic growth.

## Key Areas of Responsibilities

- Foster a caring, Christ-centred community that reflects the Marist pillars of simplicity, presence, love of work, and family spirit in every interaction and decision.
- Support the Director of Boarding in ensuring the safety, care, and personal growth of every boarder through authentic relationships and proactive wellbeing initiatives.
- Assist in the smooth, safe, and efficient operation of the Boarding House, ensuring high standards of supervision, compliance, and communication across all areas.
- Guide, support, and model excellence for Boarding Supervisors, nurturing a team culture built on trust, professionalism, and Marist presence.

## Key Duties

- Support the Director of Boarding in the daily management of boarding routines, supervision, and the smooth running of operations.
- Be a visible, active, and caring presence within the Boarding House, ensuring that boarders feel safe, valued, and supported in their academic and personal lives.

- Lead by example in maintaining a culture of respect, inclusion, and personal responsibility among boarders and staff.
- Support the faith and formation life of the Boarding community through prayer, reflection, and participation in College and Marist life.
- Communicate regularly with parents, guardians, and College staff to ensure shared understanding of student needs, progress, and wellbeing.
- Ensure compliance with college policies, including Child Safe Standards, wellbeing and behaviour frameworks, and WHS expectations.
- Assist in the development and review of boarding policies, routines, and risk management processes that support continuous improvement.
- Contribute to the planning and delivery of boarding events, celebrations, and community-building activities that reflect the warmth and joy of life at Assumption.
- Oversee and monitor boarders' behaviour, wellbeing, and attendance; manage incidents and concerns promptly, documenting and escalating as appropriate.
- Lead shift briefings, communicate key updates, and ensure Boarding Supervisors are informed, supported, and aligned with operational priorities.
- Assist in the onboarding, and professional development of Boarding Supervisors, promoting effective teamwork and accountability.
- Support the coordination of community events, formation activities, and cultural programs that enhance student engagement and reflect the Marist ethos of presence and family spirit.
- In collaboration with the Head of Girls Boarding, be the senior staff member on call when the Director of Boarding is not available.

### Membership

Head of Boys Boarding work **in collaboration with:**

- Director of Boarding
- Head of Girls Boarding
- Boarding Supervisors
- Catering and maintenance staff
- Health centre staff