



# Pymble Ladies' College

---

## POSITION DESCRIPTION

**Title:** Deputy Head of House

**Reports to:** Head of House

---

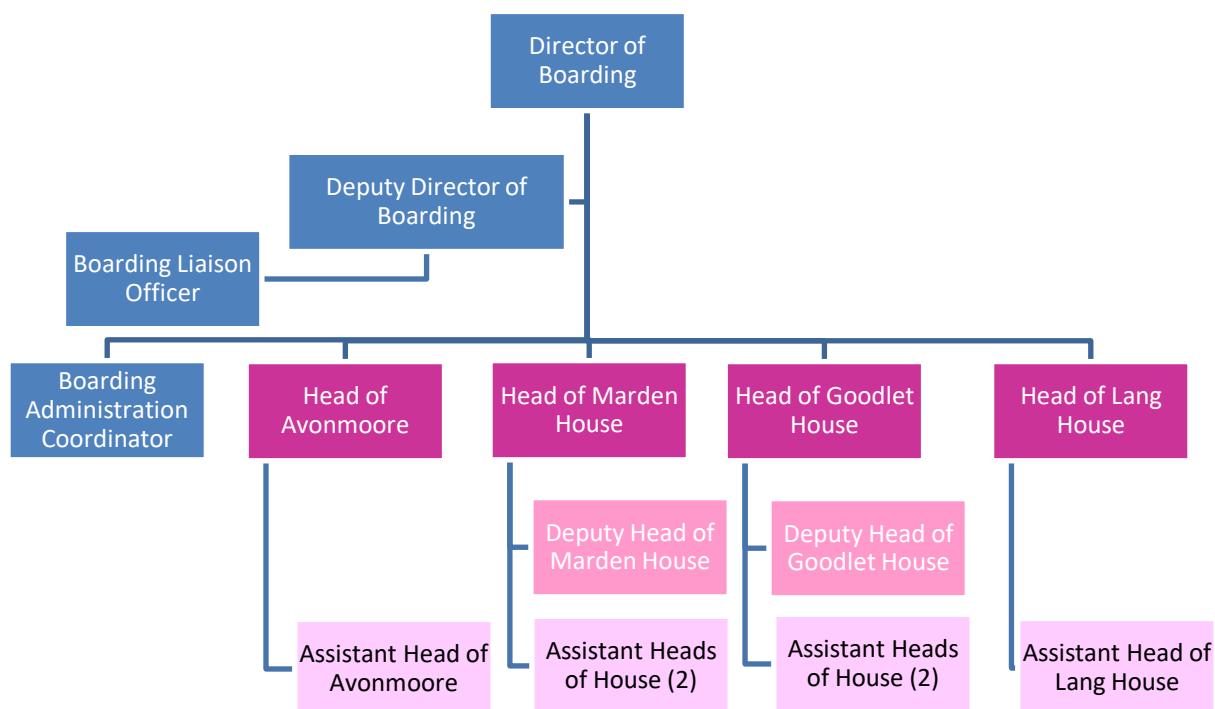
## POSITION SUMMARY

Boarding at *Pymble* is a unique experience which provides girls from diverse backgrounds with a home away from home. Our aim is to create and sustain a warm and friendly, safe and secure environment for Boarders that supports active engagement in all aspects of College life.

The Deputy Head of House has a clear passion for working with students in a residential setting. They are committed to the exemplary care and wellbeing of students and work in partnership with families to support the Boarders in maximising their experience of Pymble. The Deputy Head of House is responsible to the Director of Boarding and reports on a day to day basis to the Head of House, deputising for her in her absence. She works collaboratively to build a strong and connected Boarding community and maintain a reputation of excellence in Boarding.

The Deputy Head of House supports House staff to provide a functional, consistent, safe and home-like environment. Central to the role of Deputy Head of House is working cohesively with the Head of House to provide an appropriately differentiated and seamless experience for every Boarder. Alignment with the vision for the Boarding school and delivering this in a tangible manner is essential to the position. An unwavering focus on Boarder wellbeing is required.

The Deputy Head of House will be rostered for up to 43 hours per week. There will be regular occasions when attention is required outside of rostered hours. Attendance is required during non-term time depending on the needs of the College. This includes, and is not limited to, the week preceding the start of the school year and the last two weekdays of each term break. An active presence around the Boarding precinct is necessary.



## Core Job Role Accountabilities

1. **Provide exemplary and comprehensive care to facilitate the physical, emotional, spiritual, academic and social wellbeing of Boarders.**
  - 1.1 Foster a positive and resilient culture reflecting the five core values of the College: care, courage, integrity, respect and responsibility.
  - 1.2 Understand and respond accordingly to the Boarders' developmental stage in relation to their level of autonomy, decision making and time management.
  - 1.3 Sustain an atmosphere of care, support and respect by setting and maintaining clear expectations for Boarders.
  - 1.4 Actively foster the development of positive and productive relationships with Boarders and their families to support Boarders in achieving their potential in all aspects of school life.
  - 1.5 Work closely with the Head of House to maximise the academic results of Boarders. This includes supporting the goal setting process, reflecting a consideration of snapshots and academic reports; liaising with Academic Tutors as required.
  - 1.6 Attend a selection of events relevant to Boarders including performances and sporting events, understanding this may occur outside of rostered hours.
  - 1.7 Facilitate and/or attend medical appointments when required and appropriate.
  - 1.8 Deputise for the Head of House in her absence.

## **2. Facilitate an appropriately differentiated and seamless Boarding experience across the four Boarding Houses**

- 2.1 Work in tandem with the Boarding Leadership Team to provide an exemplary Boarding experience.
- 2.2 Ensure processes are implemented to enable Boarders to effectively manage their daily routine.
- 2.3 Oversee the administration of medication to meet College and legislative requirements.
- 2.4 Support processes for the maintenance of accurate and timely Boarder records following College guidelines and procedures.
- 2.5 Support and assist the Head of House to implement special programs designed to enhance the Boarding experience.
- 2.6 Fulfil administrative tasks and functions in a timely and appropriate manner including, compiling of relevant charges, overseeing all leave and transport arrangements, ordering House provisions to ensure a plentiful and nutritious supply of food, logging and following up on repair and maintenance requests, advising catering staff of weekend meal numbers and special dietary requirements.
- 2.7 Be accountable in event management relevant for the House group which includes the preparation of Program Management and Risk Assessment process and documentation.
- 2.8 Inform the Director of Boarding and/or Deputy Director of Boarding of any significant concerns occurring during the course of duty.

## **3. Communication**

- 3.1 Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.
- 3.2 Be an inclusive member of the Boarding community and demonstrate the skills to support others by welcoming new members and sharing community information.

## **4. Risk and Compliance**

- 4.1 Report directly to the Principal on any matters relating to child protection.
- 4.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and emergency response practices.

## **5. Professional Learning**

- 5.1 In partnership with your Manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.

## 6. Other duties may be required from time to time

### Position and Leadership Capabilities

- ***Accountability and Decisive Action***  
*You are committed to getting things done through making timely and well-considered decisions and bringing projects to a close.*
- ***Interpersonal Effectiveness***  
*You are recognised for your insightful and empathetic approach which sees you connect authentically with staff across the College.*
- ***Individual and People Leadership***  
*You demonstrate a highly inspirational outlook with high standards of performance for yourself and others.*

### Core Skills, Knowledge and Experience

- Previous experience in a leadership role providing management, support and mentoring of Boarders or young people.
- Demonstrated passion for working with students in a residential setting and dedication to supporting their physical, emotional, spiritual, academic and social needs.
- Willingness to support the ethos and values of the College.
- Knowledge of relevant legislation, standards and practices relevant to boarding environments.
- Commitment to maintain boarding specific qualifications including a full driver licence, Provide First Aid, Youth Mental Health First Aid, Duty of Care and Boarding Fundamentals.
- Ability to develop positive and supportive relationships with Boarders, parents and staff and demonstrate interpersonal skills that will sustain quality relationships.
- Understanding of the requirements implicit in Duty of Care and ability to support the expectations of the College in relation to the care of Boarders.