



## *Boarding Coordinator*

### ***'Inspiring Minds, Hearts & Spirits'***

Red Bend Catholic College Forbes, located in a peaceful rural setting with state of the art facilities, is seeking dynamic staff who will Inspire Minds, Hearts and Spirits. If you are passionate about making a difference in the lives of students, then we encourage you to join our Catholic Marist community.

Red Bend Catholic College is currently seeking a Boarding Coordinator commencing 2024.

The Boarding Coordinator will work closely with the Director of Boarding regarding all matters pertaining to the management of the Boarding School. A particular focus of this role is to promote a culture of academic excellence in the Boarding Houses and promote this throughout the school community.

Situated in the heart of the Lachlan Valley in Forbes NSW, Red Bend Catholic College is a coeducational Year 7-12 day and boarding College. The College inspires an inclusive and engaging Catholic education in the Marist tradition, inspiring the minds, hearts and spirits of those in its care. The current enrolment is over 850 students.

### **Boarding Coordinator**

The Boarding Coordinator assists with the physical, spiritual, academic and wellbeing of all boarding students. They support the Vision and Mission of our Catholic community and our Marist Charism.

Applicants should forward a written application to the Principal, supported by a personal and professional resume, giving details of background and experience, including two referees and a current Working With Children Check.

Please apply by email to [employment@redbendcc.nsw.edu.au](mailto:employment@redbendcc.nsw.edu.au)

**Applications close Friday 22 September 2023.**

#### **Privacy**

Red Bend Catholic College, as part of the recruitment process, will be collecting information about you. This information will be included in the recruitment file, and will be read by Administration and Executive Staff, and members of the interviewing panel.

#### **Equal Employment Opportunity**

The College aims to ensure fair, equitable and non-discriminatory consideration for all applicants, regardless of sex, ethnic or racial origin, or physical disability.

#### **Selection Criteria**

##### **Essential**

- Willingness to support the Catholic Ethos of the College and its Marist Charism
- Demonstrate effective leadership in the school community.
- Demonstrate ability to work with the Executive and colleagues to achieve vision, goals and strategies of the College and the Boarding community.
- Knowledge of contemporary educational and boarding issues and requirements.
- Have a passion for leadership and team building
- High level interpersonal skills including communication and conflict resolution skills.
- Effective skills in staff management, supervision, capacity building and mentoring.
- A commitment to professional and personal development.
- Demonstrate skills in the development and supervision of budgets and stewardship of resources.

##### **Desirable**

- Have recognised Tertiary Educational Qualifications
- Proven backgrounds in teaching and administration

# Boarding Coordinator - Position Description

## ROLE RESPONSIBILITY

### Purpose

The role of the Boarding Coordinator, is to work closely with the Director of Boarding regarding all matters pertaining to the management of the Boarding School. A particular focus of this role is to promote a culture of academic excellence in the Boarding Houses and promote this throughout the school community.

### Duties

The Boarding Coordinator undertakes the following duties:

### Management

- In the absence of the Director of Boarding, the Boarding Coordinator will assume all responsibilities for the day to day running of the Boarding community.
- To actively participate in the supervision of boarding students on a rostered basis.
- Supervision duties two nights per week and relieve the Director of Boarding for one weekend per month.

### Academic

- Develop and coordinate the Boarding Study Program and communicate updates, changes, and the employment of tutors, with the Director of Boarding.
- Enhance the culture of academic success in boarding
- Discuss with Study Tutors any students who need to be re-focussed or require intervention.
- Track student effort and take measures to improve outcomes.
- Promote extra study classes to students who require further support outside regular weekly study sessions.
- Review academic data/ term reports when published and develop an individual academic plan for every boarding student to identify areas for growth.
- Collaborate with staff to ensure that every boarding student is achieving academic success and working to their potential.
- Implement programs to help support boarding students with specific academic needs.

### Administration

- Assist the Director of Boarding with employment interviews for residential staff.
- Participate in Country Visits, Expos and Local Shows as required.
- Assist the Director of Boarding in the implementation of Staff Development Days and training for Boarding Staff.
- Meet regularly with the Director of Boarding to discuss boarding matters.

**Qualifications and Experience**

- Appropriate teaching qualifications and/or extensive experience in a boarding school.

The roles above are in addition to what is required of a classroom teacher.

**Length of Tenure**

The Boarding Coordinator is appointed on a contract that is renewable under the conditions of the contract.

The Employer reserves the right to vary this position description in response to changing needs.