



ESPERANCE ANGLICAN
COMMUNITY SCHOOL

Director of Pastoral Care and Boarding

Duties and Responsibilities Statement

POSITION TITLE	Director of Pastoral Care and Boarding
REPORTS TO	Principal
EMPLOYMENT	Full time, 1.0 FTE; five year contract subject to successful completion of probation period
DIVISION	Executive Team
LOCATION	Residential position at McVay Boarding House, Esperance Anglican Community School

PREAMBLE

The Principal is responsible to the School Council for the effective and efficient operation of the School and for staff appointments, and delegates aspects of day to day supervision, administration and student management. Reporting to the Principal, the Director of Pastoral Care & Boarding leads the development and delivery of age appropriate pastoral care across the School and manages the wellbeing of boarders and the daily operation of McVay Boarding House.

We are proud of the way our students, parents and staff have helped to create a regional community that embraces individuality, while achieving an overall sense of unity. Our values are encapsulated by the phrase: A FIRE within, a light to others. These values of Faith, Inclusion, Respect and Excellence should guide your professional conduct and interactions within the school community. Our founding vision, "Educating the whole person – in mind, body and spirit" remains core and is embedded in the fabric of the School as we strive to encourage our students to embrace and fulfill the talents with which they have been blessed. It is our aim that our students develop these talents and become great contributors to the region and beyond.

CHILD SAFETY STATEMENT AND REQUIREMENTS

Esperance Anglican Community School (EACS) is a child safe organisation, committed to the safety and wellbeing of all children and young people. EACS has zero tolerance for child abuse.

Every person employed at EACS has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

All employees will be required to sign a Staff Code of Conduct which articulates their role and responsibility as a staff member; to keep all children safe.

All teaching staff will be required to be registered with the Teacher Registration Board of Western Australia (TRBWA) and maintain their registration throughout their tenure; and be a current and ongoing holder of a Working with Children Check.



THE ROLE

The Director of Pastoral Care & Boarding builds a positive pastoral culture consistent with the School's strategic plan, vision, mission, values and Anglican tradition. The role works closely with staff, students and families to support student wellbeing, spiritual and character development, engagement and learning, while ensuring the Boarding House provides safe, caring and effective residential care.

This is a residential appointment. The Director of Pastoral Care & Boarding is required to live on campus; a three-bedroom, two-bathroom house is provided as part of the appointment. The role requires flexible hours, including weekend on-call duties during school term, supervision of staff and boarders as required, and attendance at meetings, events and functions outside usual hours.

PASTORAL LEADERSHIP

- Lead, implement and regularly review the School's pastoral care strategies, structures, policies and programs, in consultation with the Principal, and pursue the relevant intended outcomes of the Strategic Plan.
- Oversee the pastoral care system, promote a supportive environment for students and staff, and use evidence, student records and trends to plan, implement and evaluate improvements.
- Identify and support students at risk in liaison with the Principal. Work with the Director of Teaching and Learning, relevant teachers and families to set, communicate and record appropriate strategies and expectations for attendance, engagement, achievement and wellbeing.
- Ensure accurate, current records of student behaviour, uniform, pastoral needs and agreed supports; identify patterns and respond appropriately. Keep relevant teachers informed of actions concerning individual students and coordinate the transfer of relevant information between years and teachers.
- Ensure the student behaviour policy and discipline system are applied consistently with the School's ethos; review their effectiveness and maintain strategies for positive reinforcement.
- Implement transition programs for students commencing at EACS; develop and consolidate the House System; cultivate the School's partnership with organisations in Esperance.
- Develop and oversee pastoral initiatives, a service learning program and opportunities for students to serve the School and wider community. Mentor the Secondary Student Leadership Team and Student Council in leadership, self discipline, morale, community service and environmental awareness.
- Oversee the co-curricular program and the School Camp Program. With the Principal, Business Manager and camp leaders, review camp organisation, learning approaches, duty of care and safety.
- Coordinate, in collaboration with colleagues, the planning and delivery of themed assemblies, special events, and Award night. Manage and oversee the ongoing maintenance of the School calendar. Work with the executive team to support the running of high-quality weekly Chapel services.

BOARDING CARE AND PROGRAMS

- Be responsible for boarders' wellbeing and the pastoral culture of McVay Boarding House; support boarding staff to respond appropriately to behavioural and individual care matters.



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- Maintain regular contact with boarding parents about their child's progress, serve as the first point of contact for family needs, and foster relationships with current, future and past boarding families.
- Develop, manage and review Boarding House programs and routines, including educational activities aligned with School wellbeing approaches, supervised homework and prep, and varied recreation opportunities.
- Oversee student leave, holiday arrangements, transport to and from the Boarding House, and the processes for students' medical needs, including medication.
- Undertake direct supervision of boarding students when required.

BOARDING OPERATIONS AND STAFF

- Manage daily operations and provide clear direction and support to boarding staff so that the house delivers a high standard of care and service.
- Coordinate staffing rosters and relief, assist with recruitment and induction, and ensure boarding staff hold the required qualifications and skills.
- Foster a caring, collaborative staff culture and effective working relationships. Supervise staff as required and support their professional growth.
- Manage boarding budgets in collaboration with the Business Manager; maintain boarding assets in acceptable condition and liaise with maintenance, grounds, cleaning staff and contractors about the upkeep of McVay Boarding House.
- Maintain boarding processes, policies and procedures in line with School guidelines, including annual handbook updates. Meet workplace health and safety and risk management requirements.
- Liaise with School administration to maintain consistent communication between boarding and the day School.

PEOPLE, FAMILIES AND COMMUNITY

- Provide accessible, timely and professional consultation to staff, students and parents about pastoral and duty of care concerns; encourage effective parent teacher communication.
- Meet with parents and, with the inclusive education coordinator, discuss students' particular needs and progress. Present information at student information evenings with the Principal and arrange parent education events where appropriate.
- Prepare regular boarding family communications and, in consultation with the Principal, manage key pastoral correspondence to families. Contribute articles and material to School newsletters and publications and check relevant outgoing correspondence for consistency with School policy and philosophy.
- Represent and promote the School in educational and community forums. Organise boarding orientation, tours, information events, Open School events and rural Field Days where appropriate; participate in School and boarding events and encourage staff participation.



SCHOOL ADMINISTRATION AND PROFESSIONAL PRACTICE

- Prepare information and reports for the School Council and leadership team when directed by the Principal; attend meetings relating to student pastoral care and support School functions and events as directed.
- Work with administration staff on attendance, sick students, lost property, bus passes, uniform passes and related student procedures.
- Contribute to effective administrative policies and procedures, School improvement plans and staff duties as required.
- Assist the Principal with staff selection, appointment and appraisal on request; recommend and help deliver staff development, particularly in pastoral care and behaviour management. Coach staff to evaluate and improve their practice.
- Model outstanding pastoral and professional practice and undertake classroom teaching duties as required and directed by the Principal.
- Attend agreed conferences, meetings and professional development, including relevant regional and national forums. Prepare professional documents, meet deadlines, uphold workplace health and safety requirements and act as an ambassador for the School.

QUALIFICATIONS AND LEADERSHIP ATTRIBUTES

- A recognized tertiary qualification and a proven record as a teacher and educational leader, or equivalent relevant experience in teaching or a boarding house environment; Certificate of Residential Care to be gained within 12 months of appointment.
- Demonstrated success as a leader or manager, sound judgement, initiative, strategic thinking and the ability to make and communicate evidence informed decisions.
- Commitment to AngliSchools and School values, student centered learning, educational opportunity for all students, and high standards of pastoral support and professional practice.
- Knowledge of contemporary pastoral and wellbeing research and relevant state and national policy and compliance requirements, with the ability to apply this knowledge in practice.
- Excellent written and interpersonal communication, listening, consultation and negotiation skills; ability to build inclusive partnerships across the diverse EACS community.
- An approachable, empathetic and collaborative leadership style that develops staff, inspires others, resolves challenges and supports lifelong learning.
- Energy, flexibility and the capacity to sustain professional effectiveness in a demanding residential role and attend a wide range of School activities.



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ACKNOWLEDGEMENT

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Principal's Signature

Date

Director of Pastoral Care and Boarding

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that I may be required to undertake varied or additional duties and responsibilities, within capabilities, from time to time to meet business requirements that are not detailed here.

Name

Signature

Date