



## JOB DESCRIPTION

<b>Job Title:</b>	Manager of Indigenous Boarding
<b>Job Type:</b>	Full-time
<b>Salary Classification:</b>	NT Christian Schools AO7.1
<b>2019 Salary:</b>	\$103,744 (6 weeks Annual Leave) Plus superannuation contribution of 9.5% of your annual salary.
<b>School/Entity:</b>	Marrara Christian College
<b>Responsible to:</b>	Principal
<b>Date Advertised:</b>	August 2019

### Introduction

All people who work for NT Christian Schools are expected to have a clear understanding of, and unqualified commitment to the biblical basis, *'What We Believe'*, and to act both in the work place and in other contexts in ways that are consistent with that basis.

With a mutual commitment to God through Jesus Christ, staff members ought to serve and love one another as Christ loves them. This also means an acknowledgement that all people are fallible and need to be entirely reliant upon God. NT Christian Schools has expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

### General Expectations:

Your work for the organisation involves serving and supporting those people for whom we exist, namely students and their parents. This is the core function for all people employed by NT Christian Schools. Each is expected to work as a member of a team serving and supporting each other in the various tasks to which God has called them. Each team member is expected to contribute positively to the maintenance of a pleasant, purposeful, productive and safe workplace.

These responsibilities and duties are, therefore, underpinned by expectations of generosity, openness, teamwork, effectiveness, efficiency, attention to detail, pleasant working relationships and maintenance of an effective, attractive, safe work environment.

### Job overview

To lead the House-Parenting team; providing a safe, caring boarding environment that enriches the lives of the students in the care of the Family Group Home Program.

- To ensure the House Parents team receive regular formal supervision and are subjected to the college annual performance appraisal system.
- To have a good understanding of Australian Boarding Standards (ABS) and the College's duty of care obligations for the students in our Family Group Home Program.
- To prioritise the safeguarding, welfare and health and safety of students above all other duties and be familiar with statutory safeguarding and child protection requirements, as well as relevant college policy.

### Key Responsibilities

Support the strategic directions of the Marrara Christian College Family Group Home Program through delivery of effective leadership and support to students and House Parent's.

Manage the day to day operation of Family Group Homes in a manner consistent with the organisations beliefs, vision and mission. Tasks include but are not limited to:

### **Main Responsibilities:**

#### **STAFF**

- To provide appropriate leadership and management of all FGH House Parents to enable them to effectively fulfil the welfare and operational duties within their House Parents roles. This includes ensuring appraisal of all FGH House Parents are completed in accordance with policy.
- Ensure all FGH employees are aware of their responsibilities and carry these out in accordance with their responsibilities in meeting the needs and well-being of students that are away from their family and community.
- Manage employer/employee obligations set out under the FGH Enterprise Agreement.
- To plan all meetings in advance using a yearly schedule planner and diarise for all staff
- To regularly convene and lead staff meetings to review and improve FGH operations..
- Oversees the training of FGH Employees to ensure that all FGH employees have the skills needed to carry out the work required.
- Plan in advance using a yearly schedule planner and diarise all training and professional development for FGH employees.
- Responds to advice and direction provided by the Principal.
- Manage the roster for FGH House Parents; supervise the FGH Relief Supervisor, ensuring adequate cover is provided for relief work in the FGH's as well as the After School Homework Relief Program as necessary.
- Oversee the Boarding Registrar ensuring effective admissions process for FGH Boarding Students, as well as student travel.
- To manage all aspects of staff recruitment and conduct induction and orientation as well as the New Staff Review Process for all new FGH Employees.
- To manage staff leave, timesheets and Pay Summaries for FGH employees.
- To liaise with the Operations Manager to ensure that the FGH houses are maintained to a high standard and that any health and safety concern is dealt with quickly and efficiently.
- To work closely with the FGH House Parents in ensuring the activities spreadsheet is completed as well as weekly reports are submitted and ensuring any concerns with students not participating or behaving are acted upon.
- To work flexible hours to meet the needs of the business
- To ensure that all FGH Houseparent's have the key knowledge, competences and skills required to execute their duties and role effectively.
- To ensure the House Parent team are prioritising the safeguarding, welfare and health and safety of students above all other duties and be familiar with statutory safeguarding and child protection needs and requirements as well as relevant college policy.
- As the manager of the FGH Team, ensuring that yourself and all members of the FGH team understand that all employees have a duty for safeguarding and promoting the welfare of children and young persons. Staff must be aware of the college's procedures for raising concerns about children's welfare and must report any concerns to the Principal in relation to Mandatory Reporting. Staff must also ensure they complete the appropriate Mandatory training identified by the college as relevant to their role.
- To actively seek opportunities for further training in boarding Management.
- To identify your own training and professional developmental needs as well as the needs of your team.
- To have a comprehensive working knowledge and understanding of the Australian Standards for Boarding Schools and how these are applied at Marrara Christian College FGH.
- To be willing to attend meetings and training as directed by Principal.

## **STUDENTS**

- Responsible for the provision of a boarding environment, which supports the academic, social, emotional and physical development of students.
- Ensure regular involvement of students in church fellowships and youth groups, sporting clubs and other community activities
- Ensures that parents and guardians are fully informed about the care and well being of their family member.
- To monitor and support any student who has expressed concerns or has been raised as a cause for concern liaising with the relevant member of staff including out of hours contact where advice/support is required. Appropriate notes should be added on Compass.
- To manage and where required participate in, the investigation of reported cases of misbehavior and breaches of FGH rules by students including damages
- To investigate complaints and concerns from students and report findings of all investigations to appropriate staff and record the outcome accurately and comprehensively.
- Liaise with and coordinate input from other agencies relevant to students in the FGH Program such as health service providers, community agencies, DEST, NT Community Police, Youth for Christ and others as required.
- Responsible for developing effective guidelines relating to student management.
- Ensures that student files are properly maintained, and that the appropriate documentations and recording of information has been undertaken in accordance with the College and FGH Boarding Programs guidelines.
- In conjunction with house parents, maintain and develop expectations of student conduct out of school hours

## **OTHER**

- Ensuring the House Parent team maintain high standards of cleanliness and maintenance of the house - making sure students clean up after themselves in communal areas
- Ensure all student damage is recorded and reported to the Operations Department.
- Provide financial accountability to the College Principal. Responsible for overseeing and holding FGH HP's accountable for over managing their household budget.
- Develop a strong working relationship with Centrelink and other government agencies to ensure the maximum benefits for the students in the program, including the collection of all revenue accruing in the program.
- Ensure all FGH facilities and assets, including motor vehicles are maintained and kept clean.
- Liaise with the College Principal, developing positive relationships between FGH House Parents and College staff to ensure mutual understanding and co-operations
- Ensure compliance of the program to relevant boarding and legislative standards
- Ensure that policy and guidelines are in place according to NT Christian Schools policy and procedure. Develop and maintain key documentation i.e, Handbooks and manuals.
- Conduct Relevant risk assessments of activities in the program are undertaken
- Engaging with the school and broader community within and beyond the boarding house and classroom.
- Within the strategic direction of the NT Christian Schools and MCC develop in conjunction with the principal and maintain the strategic direction of the program

## **Health & safety**

- To ensure the House Parent team complies with all work, health and safety procedures as required by the College.
- To ensure the House Parent team complies with all accident and near miss reporting as required by NT Christian Schools. Keep an up to date record of critical incidents

## **Experience**

- Successful experience of managing teams in a boarding/residential FGH Program.
- Experience of the Australian Boarding Standards (ABS).
- Understanding and experience of Indigenous culture and ability to work in a culturally sensitive manner.

## **The FGH Manager has a Duty of Care to Students and needs to:**

- Have gained or actively working towards a Certificate in Residential Care.
- Have gained and maintained a First Aid Certificate (including CPR).
- Have gained and maintained a LR class driver's license.

## **Skills**

- Effective management skills with evidence of problem-solving decision-making skills.
- Including the ability to effectively supervise the activities of Indigenous students in a residential boarding situation.
- A skilled communicator.
- Including the ability to confidently address students, parents and staff.
- Including the ability to clearly express ideas in writing including the production of memos, letters, reports, and operating procedures.
- Presentation skills.
- Fully IT literate.
- Including the ability to deal with a range of administrative and financial tasks in the FGH residential boarding situation.
- A relationship builder - able to work effectively with colleagues and students.
- Including the ability to both lead and make an active contribution to a team.
- Including the ability to communicate effectively with a range of people and deal with sensitive and confidential issues.

## **Behaviours**

- Calm and diplomatic approach
- Neat, well-groomed and well-presented
- Good health record
- Punctual time keeper
- Positive role model
- Clarity of speech
- Flexibility and willingness to accept additional responsibilities
- Willing to play a part in the wider life of the College community
- Demonstrates understanding and commitment to supporting the College to meet its targets for success
- Analytical
- Good interpersonal skills, both verbal and written with both adults and children alike
- Supportive team player who enjoys effective collaboration with colleagues
- Good team player, but also to work autonomously
- Uses initiative
- Regular participant in a Christian worshipping community.

## **An Offer of employment is conditional on you producing:**

- Working with Children card
- National Police Clearance
- Current Drivers Licence

**Selection Criteria**

- Capacity to be a constructive member of a cohesive team
- Ability to work unsupervised and to respond calmly in stressful situations
- Exceptional communication and pastoral care skills
- Adaptability and flexibility
- Strong administrative and organisational ability
- Basic computer skills in a MS Windows environment
- Cross-cultural experience (preferably with Australian Indigenous people)