



KINROSS WOLAROI  
— SCHOOL —

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# Head of Girls Boarding House

## Loader House

Candidate Information Pack

Closing Date: 31 May 2023

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May 2023



## About Kinross Wolaroi School

Kinross Wolaroi School is a co-educational Independent School of the Uniting Church. The School has a strong history of excellent academic results along with a diverse co-curricular program. Kinross Wolaroi School is a non-selective school with over 1100 students (including 330 boarders in Years 7 to 12), located in the NSW Central West in the city of Orange. The School offers the unique opportunity for co-educational learning with separate boarding sites for boys and girls. Students are provided with a holistic education with a varied curriculum to meet the diverse needs of our students.

The School has two main campuses. The main campus, called Wolaroi, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called PLC, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in Pre-Kinder and in classes from Kindergarten to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

For more information on the School, please visit [www.kws.nsw.edu.au](http://www.kws.nsw.edu.au). In particular, you may wish to visit the Employment Opportunities page on our website, which has a helpful summary on the School's Community, employee benefits, and the beautiful regional city of Orange.



## POSITION OBJECTIVES & RESPONSIBILITIES

Each boarding house is the home of students ranging from years 7 to 12. The Head of House is a key appointment whose primary responsibility is to promote and cater for the safety, wellbeing, personal and academic development of the students in their care. At Kinross Wolaroi School, there are 8 boarding houses in total. On the Wolaroi campus, there are four boys' houses comprising Trathen (Yr. 7), Tower (Yrs. 8-9), Weymouth (Yrs. 9-12) and Wolaroi (Yrs. 9-12). On the PLC campus, there are four girls' houses comprising Stuart Douglas (Yr. 7), Loader (Yrs. 8-12), Miller (Yrs. 8-12) and New (Yrs. 8-12).

The Head of Girls Boarding House can expect to liaise with:

- School Principal
- Head of Senior School
- Head of Girls Boarding
- Head of Student Wellbeing
- Students
- Parents
- Staff
- External stakeholders



## POSITION DESCRIPTION

Duties related to the position include, but are not limited to the following:

Key Word	Duties
<b>Pastoral Care</b>	<ul style="list-style-type: none"><li>• In partnership with Head Mentors, provide care and leadership of the students and staff in the house</li><li>• Liaise with Principal, Senior Management Team and other Heads of House regarding welfare and discipline of individual students</li><li>• Liaise with Health Centre on matters of student health</li><li>• Ensure that daily and weekend routines are clearly articulated for staff and pupils and that they are correctly supervised and followed</li><li>• Energise staff, students and parents by fostering quality relationships and programmes within the House</li><li>• Provide effective role-modelling to the students and staff through a committed and caring approach and the use of effective conflict resolution and negotiation skills</li><li>• Maintain professional confidentiality and support the Boarding House and School staff</li><li>• Maintain a current knowledge of educational trends and pastoral care developments with respect to adolescents living away from home</li><li>• Build leadership, personal and social development skills amongst students</li></ul>



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Key Word	Duties
<b>Pastoral Care continued</b>	<ul style="list-style-type: none"><li>• Liaise with the relevant support staff regarding student requirements</li><li>• Assist in ensuring that students adhere to School rules and regulations in terms of personal conduct, academic endeavour, code of conduct and dress regulations</li><li>• Hold regular meetings with House Captains and other representatives of the House</li><li>• Assist with the orientation and integration of new students and staff</li><li>• Complete written boarding reports on individuals as required</li></ul>
<b>Communication</b>	<ul style="list-style-type: none"><li>• Liaise directly with parents on matters pertaining to their children</li><li>• Liaise with students' parents and hosts regarding leave and travel at weekends and end of term</li><li>• To be willing to promote the boarding experience by attending Boarding Schools' Expos, meeting with prospective parents as and when required</li><li>• Communicate regularly with academic staff and Heads Day Mentors on matters of student wellbeing</li></ul>



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Key Word	Duties
<p><b>Boarding House Management</b></p>	<ul style="list-style-type: none"> <li>• Brief House staff on the objectives and procedures of the House</li> <li>• Co-ordinate the House staff, develop a strong sense of commitment and team work</li> <li>• Liaise with resident staff on all matters associated with students' development</li> <li>• Liaise with duty staff regarding social and recreational activities</li> <li>• Take responsibility for the organisation and operation of the House Staff to ensure continuous and adequate cover and supervision of the students in the House</li> <li>• Keep accurate and consistent records regarding students who have been dealt with in any pastoral, organisational or disciplinary issues</li> </ul>
<p><b>Teaching</b></p>	<ul style="list-style-type: none"> <li>• A full-time teaching load at KWS is 45 periods per cycle (ppc). There is a 0.4 load release for Head of Boarding House.</li> <li>• Teach Years 7- 12</li> <li>• Facilitate effective learning opportunities.</li> <li>• Assess students on their understanding of the content and skills which are specified in the curriculum.</li> </ul>



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Key Word	Duties
<b>General</b>	<ul style="list-style-type: none"><li>• Develop and maintain culture supporting the School's core values</li><li>• Encourage and promote a culture of learning and academic excellence within the boarding House</li><li>• Encourage and promote a culture of respect within the boarding House</li><li>• Liaise with Housemother, Facilities Manager and Boarding House staff</li><li>• Attend regular meetings with the Head of Girls Boarding and other Heads of House</li><li>• Maintain qualification in First Aid and CPR, ABSA Duty of Care and Youth Mental Health First Aid.</li><li>• Undertake professional development to ensure best practice</li></ul>
<b>Other duties</b>	<ul style="list-style-type: none"><li>• Other duties as required by the Principal, Head of Girls Boarding and Head of Senior School commensurate with the attributes and qualifications of the role.</li></ul>



## Professional Review

This position description as outlined above is intended as a framework for professional review. The School reserves the right to alter roles and responsibilities requirements as required.

## Reporting

In all matters concerning their employment, all employees are ultimately responsible to the Principal. However, in relation to this role, for practical purposes these functions are delegated to the Head of Girls Boarding (the Supervisor).

## SELECTION CRITERIA

General Expectations for staff at KWS:

- Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees.
- Willingness to support the Mission and Values of KWS.
- Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and professionally attire.
- Take an active interest in the general life of the School – supporting policies, procedures, aims and objectives to facilitate the day-to-day operation of, and promote a high quality of education within, the School.
- Attend staff meetings and training when required.
- Ensure all students and parents are provided with a quality service in a timely, efficient, and friendly manner.
- Maintain professional confidentiality concerning information about staff and/or students and their families.





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- Ensure that all documents are prepared and presented in accordance with the School's *Style Guide*.

### Personal Qualities

- Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.
- High degree of discretion, initiative, and personal organisation.
- Ability to remain calm under pressure.

### Essential Professional Criteria

- Accreditation, or the capacity to obtain accreditation, and authority to teach in New South Wales by the New South Wales Education Standards Authority (NESA)
- A demonstrated understanding of the particular developmental needs of girls and how this impacts on all elements of Boarding
- Ability to communicate comfortably and informally with parents and families of boarders
- Ability to empathise with the particular needs of regional and remote families
- Demonstrated management and leadership skills with the ability to provide dynamic leadership to a staff team including supervisors, boarding assistants, nursing, cleaning and catering staff and to train and effectively utilise senior students as leaders
- Ability to engage in student advocacy
- A natural team player with proven ability to work collaboratively with a diverse range of people whilst maintaining focus on the required outcome



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- Demonstrated sympathy to, and evidence of practice consistent with, the religious and faith life of church schools.
- An ability to demonstrate a high level of initiative and organisational skills, and the ability to plan, set priorities and make sound judgements based on thoughtful evaluation so as to meet the objectives of the School
- A positive and compassionate outlook
- Ability to remain calm and think clearly under pressure
- Attention to detail and a high degree of personal organisation
- High ethical standards
- Demonstrated ability to influence, negotiate effectively and resolve conflict constructively
- A willingness to travel and actively promote KWS and its Boarding program

### **Working with Children Clearance**

The *Child Protection (Working with Children) Act 2012* (NSW) applies for anyone working in child related employment. It is expected that a verified Working Children's Check Clearance will be provided before commencement of duty for any role at the School and that the employee will ensure this clearance is maintained and updated as required whilst ever employed at KWS.



## Workplace Health & Safety

- Be informed of and comply with WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).
- Observe Kinross Wolaroi School WHS Protocol.
- Identify WHS information and training needs for self.
- Be involved in WHS projects according to priorities set by consultative processes and management direction.
- Comply with WHS initiatives as directed and agreed with management and consultative processes.
- Comply with safe work procedures as instructed by supervisor or manager.
- Comply with legal and reasonable instructions from employer representatives.
- Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations.



## APPOINTMENT CONDITIONS

The role is a full-time position and will require attendance on School business at a variety of locations at any time of the day or week. For obvious reasons there are no set hours but there is an expectation of attendance at school during normal school (business hours) throughout the year as well as significant after-hours commitments commensurate with the nature of boarding. The Head of House is expected to immerse themselves in the life of the School and its boarding community.

Employment will be offered commencing 17 July 2023 or by negotiation on the basis of a 0.6 permanent Teaching position and 0.4 FTE five-year fixed-term tenured Leadership position. At the end of the tenured period, and subject to the general terms and conditions of employment, an opportunity to seek reappointment may be available.

The position requires the incumbent to hold accreditation, or the capacity to obtain accreditation, and authority to teach in New South Wales by the New South Wales Education Standards Authority (NESA). The incumbent will be required to maintain a part teaching load of 0.6 FTE (approximately 27 classes per fortnight).

Remuneration will be according to the *Independent Schools NSW Standards Model (Teachers) Multi-Enterprise Agreement 2021 (MEA)* as it applies from time to time, or any industrial instrument that replaces the MEA. The position is classified with a Level 1 Leadership allowance. In 2023 the Lead 1 allowance is \$9,429, paid in addition to a 1.0 FTE Teaching salary. Superannuation is paid in addition to salary components in line with SSGC rates. The Head of House will be required to reside in school-provided accommodation. All costs of maintaining the residence (including utilities charges) are met by the School.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

### Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position, you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.



## APPLICATION

To make a confidential enquiry about the position, please contact Paul Dominello, Human Resources and Compliance Manager on [pdominello@kws.nsw.edu.au](mailto:pdominello@kws.nsw.edu.au)

Before submitting your application, please ensure that you have:

- Carefully reviewed the position description and ensure that you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- Your cover letter is the School's first opportunity to assess your suitability for the position. Your letter should provide insight into not only what you have achieved but also who you are.
- Please ensure that you have addressed the Essential Criteria in your Cover letter.
- Ensure that your CV clearly outlines your qualifications (including the institution and the date completed), career history and current contact details.
- You will need to include at least two referees at the end of your CV. Please provide referees names and current positions. Referees will not be contacted without your prior agreement.

Cover letter and CV can be submitted to [pdominello@kws.nsw.edu.au](mailto:pdominello@kws.nsw.edu.au)

or addressed to

Paul Dominello

Human Resources and Compliance Manager

Kinross Wolaroi School

Locked Bag 4

Orange NSW 2800

*Preferred applicants will be screened in accordance with Child Protection legislation.*