

## ROLE DESCRIPTION FOR THE DEPUTY DIRECTOR OF BOARDING

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Kambala is a day and boarding school situated in Rose Bay overlooking the harbour. It caters for 108 residential students (boarders), accommodated in two Houses, Tivoli, our Junior House (students from Years 6-10) and Fernbank, our Senior House (Years 11 and 12). Our boarders are primarily from rural NSW, but there are also many students from overseas and interstate.

We are seeking a kind and compassionate person with demonstrated experience in understanding adolescent girls particularly in a boarding environment.

The person will work as part of a team supportive of the Director of Boarding to:

- Oversee the welfare of boarding students in matters connected with their general well-being and academic progress
- Create a supportive, safe and disciplined environment where each girl has the opportunity to develop her academic and personal potential
- Administer the daily functioning of Tivoli House
- Maintain good communication with parents and carers
- Liaise with the Day school in matters pertaining to student progress and welfare
- Administer the Social Justice Program in both Tivoli and Fernbank.
- Promote the College and particularly the Boarding House in the wider community
- Assume full responsibility for the Boarding House in the absence of the Director of Boarding.
- Responsibility for the administration and distribution of Petty Cash, Dorm allocations, transfer of documentation for archival records, updating of all rolls associated with Boarding House
- Staff Relief, Covers (Swaps) and sickness related issues that affect staff roster.
- Supervision of Gap students

The person must have outstanding communication skills and an understanding of the Duty of Care requirements which underpin all boarding practice. A demonstrated experience in administration would be an advantage as the person will be responsible for all aspects related to the boarders' leave and recreation program.