



St Bede's College

Information Pack Boarding Manager March 2024



St Bede's College



Kia ora,

Thank you for your interest in the Boarding Manager position at St Bede's College.

Established over 100 years ago, the College exists to educate young men in Catholic, Marist traditions. St Bede's is a Year 9-13 Integrated College for boarders and day boys located in Christchurch.

The College is the South Island's premiere Catholic boys' boarding school, providing quality boarding school education dating back to the 1920s. Our boarders come from across New Zealand and abroad and benefit from our home away from home experience.

Our 130 staff educate and support the 145 boarders and 660 dayboys at St Bede's. We believe in providing a safe, welcoming, and supportive community for our employees. The Boarding Manager will play an integral part in that community, challenging us to continue to improve.

Other information regarding the College can be found on our website: www.stbedes.school.nz

Ngā mihi

Jon McDowall
Rector / Tumuaki



Our Vision:

To develop Catholic Marist leaders of the future who serve with a Catholic heart, mind and hands.

Our Creed:

To provide an environment where our young men can be the best possible version of the person God created them to be.



At St Bede's College we offer boarding and day school options, for boys locally, nationally and internationally, with a role of over 800 students and over 100 staff. We operate a school, a boarding facility for 145 boys, a commercial kitchen, a community sports turf, a clothing shop, a commercial hire operation, and a Foundation. We have an annual turnover of over \$16 million and manage assets of \$42 million on a 16-hectare campus.

The strong culture of St Bede's College encourages a sense of community that extends beyond current students to include all past and present students and staff, and their families. Our teaching and learning programmes are designed to ensure each boy engages with, and receives a holistic education that reflects their individual needs, interests, hopes and aspirations.

We have a proud tradition of developing well-rounded young men of faith, with a deliberate focus on educating the whole person through high quality pastoral and guidance systems, servant leadership programmes and positive psychology frameworks.



B
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**BE
COURAGEOUS**

**EVERYONE
MATTERS**

**DEVELOP
FAITH**

**EMBRACE
OPPORTUNITY**

**STRIVE
TO SUCCEED**

“

**I want you to
be the best
possible version
of the person
God created
you to be.**

- Fr Cormac Hoban SM

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St Bede's College

Boarding House



Boarding Manager Job Description

The Boarding Manager role is to ensure the smooth day-to-day operation of the Boarding School. The Boarding Manager reports to the Assistant Rector- Pastoral & Boarding.

Working relationships with:

- Boarding students
- Catering Manager and catering team
- Boarding supervisors
- Boarding caretaker
- College staff – Teaching, Support and Grounds staff
- School nurse
- Whānau

The role is a salaried position fulltime position. Rostered hours are Monday to Friday from 1:00pm to 10:00pm. Hours during the school holidays are adjusted with approval from the Assistant Rector - Pastoral & Boarding to reflect the operational needs of the Boarding House, including external hireage and international students in residence.

Annual leave is expected to be taken during the closedown period in December/January, this is dependent on the external hire commitments.

An agreed-on call aspect (one in four) for weekends is included in the role. *At all times the College’s Catholic Special Character is paramount and is reflected within all aspects of this Job Description.*

The indicators below outlined the key objectives and expected outcomes of the role.

Student Welfare

Objective	Outcome
<i>Ensure students are safe physically, emotionally, spiritually and mentally at all times.</i>	<i>Students are safe, reporting of concerns is communicated to the Assistant Rector- Pastoral & Boarding as soon as practicable. Students and staff concerns are met with empathy, care and concern, appropriate support and actions are taken to ensure students are safe at all times. Appropriate records are maintained in onBoard.</i>
<i>Student whereabouts is known, and documented at all times</i>	<i>The Leave Procedure is promoted and adhered to. Leave system in onBoard is maintained, students and staff are trained and supported through process. Monitoring of daily rolls, follow ups completed in a timely manner</i>

<i>Record all distribution of medication into onBoard system.</i>	<i>To ensure safe, secure processes are adhered to with regard to student Health and Safety with regard to medical and dental issues. The Health Centre in onBoard is up to date at all times. Student medical needs during school and after school hours are met. Appropriate communication with parents/whanau and medical practitioners is in place.</i>
<i>Student Self Development Programme</i>	<i>The Boarding Manager is expected to lead the implementation of the self-development programme. A robust programme promoting the four aspects of Hauora is implemented on a daily basis. Aspects to the programme are organized well in advance with the support of the Culture & Connection Coordinator, communicated to key stakeholders and where applicable charges made to student accounts within the week of the activity.</i>
<i>Oversight of Study programme</i>	<i>The Boarding Manager will oversee the study programme for each year group during the week including communicating with tutors.</i>
<i>Positive psychology is modelled, embedded and celebrated into daily routine</i>	<i>A strengths-based practice model is implemented when engaging with students. Key information is inputted into onBoard daily. Oversee the weekly character nominations draw for students held on a Thursday.</i>
<i>Well-Being of students</i>	<i>The Boarding Manager will work alongside the Assistant Rector – Pastoral & Boarding and the Deputy Rector – Pastoral & Hauora to implement the well-being and pastoral care of the students. Facilitate the Komodo wellbeing survey and assist in monitoring student wellbeing.</i>
<i>Oversight of international students</i>	<i>Liaise with International Dean, ESOL teacher and school staff to ensure wellbeing, learning and care for international students. Meet with international students to ensure their voice, culture and identity is celebrated in the boarding school. Engage with agents and parents as required.</i>
<i>Hireage</i>	<i>Be available to undertake hireage commitments. Liaise with the community office with regards to hireage to ensure smooth and efficient organisation Ensure hires are set up, managed, and cleaned up. Be available for hire groups as required. Ensure all legislative and emergency processes are followed for external groups.</i>

Professional Standards

Objective	Outcome
<i>Act at all times as a suitable role model for students</i>	<i>Students are provided with a positive role model who encapsulates the values of St Bede's College.</i>
<i>Liaise with Parents, Whānau and support agencies to provide supportive programmes students</i>	<i>Clear lines of communication are evident amongst particular parties involved when co-ordinating meetings, events or other programmes.</i>
<i>Keep up to date on policy and procedure change, and ensure these policies and procedures are adhered to at all times.</i>	<i>Individual knowledge of policy and procedure relating to all aspects of the boarding house operations is maintained. All policies and procedures are adhered to, or an appropriate action plan is developed in</i>

	<i>conjunction with the Assistant Rector- Pastoral & Boarding in order to address concerns.</i>
<i>Attend professional learning as required, report back and implement key changes</i>	<i>Staff development is promoted through on-going professional learning. Subsequent outcomes are integrated into the boarding house and communicated to the Assistant Rector – Pastoral & Boarding.</i>
<i>Attend leadership and staff meetings as required</i>	<i>Staff are informed with regard to processes of monitoring, review and forward planning.</i>
<i>Ensure student car keys are locked away during school hours</i>	<i>Only students with authorised usage have access to their keys during school hours. Transport procedure is adhered to at all times.</i>
<i>Undertake Performance and Review Planning including personal inquiry</i>	<i>Personal and professional development is promoted and reviewed in conjunction with the Assistant Rector- Pastoral & Boarding. Outcomes are mutually agreed upon and a subsequent action plan is implemented to meet such outcomes.</i>
<i>Assist in leading, planning and reviewing Boarders Orientation</i>	<i>Positive relationships are developed amongst staff and students. A clear programme is developed that encompasses the strategic goals of the boarding house. Organisation is completed well ahead of time with information provided to key stakeholders.</i>
<i>Relationships with parents are promoted</i>	<i>Regular contact is made with boarder’s parents through various lines of communication. Issues are communicated in a timely manner, reports are completed that reflect the schedule.</i>
<i>Perform other duties that may be required by the Assistant Rector- Pastoral & Boarding.</i>	<i>The boarding house continues to operate in a smooth manner; information required is collated and reported on where practical. Ensuring student wellbeing and Safety may require the Boarding Manager to work outside of the typical rostered hours.</i>

Health and Safety

Objective	Outcome
<i>Maintain a clean, tidy office environment</i>	<i>The office is presentable at all times to guests and a visitor, a positive first impression is created.</i>
<i>Maintain a clean, tidy dormitory environments</i>	<i>The Boarding House is presentable at all times to guests, a positive first impression is created. Student duties are maintained with high expectations.</i>
<i>Attend to security and hazard issues as they arise</i>	<i>The boarding house is a safe place for staff and students to live, and/or work in. Hazards are reported to the Assistant Rector- Pastoral & Boarding as soon as practicable. Charges and maintenance are completed as per Boarding House practice.</i>
<i>Promote Emergency Management Procedures</i>	<i>Students and staff are aware of emergency procedures. EMP are adhered to and monitored at all times with appropriate documentation maintained.</i>
<i>Monitor Damage</i>	<i>In consultation with the Assistant Rector- Pastoral & Boarding ensure Repairs and Maintenance work is completed in a timely manner, appropriate records are kept and the finance team informed of any charges.</i>

<i>Implementation of Health and Safety Plan</i>	<i>Monitor ongoing implementation and review of the Health and Safety Procedure.</i>
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Administration

<i>Objective</i>	<i>Outcome</i>
<i>Disbursements are managed and up kept</i>	<i>Students receive disbursement monies/charges when required. Appropriate records are maintained and passed onto the College finance team for processing. Unusual requests are communicated to the Assistant Rector- Pastoral & Boarding and/or parents for clarification.</i>
<i>File accounts, student records and correspondence</i>	<i>Appropriate record keeping is maintained with regard to student welfare, and finance, and any parent correspondence.</i>
<i>Attend to daily mail and phone calls</i>	<i>Mail is collected daily and filed where appropriate. Messages via the phone, or mail are forwarded in a timely manner.</i>
<i>Attend to visitors</i>	<i>Visitors, including parents and other stakeholders are greeted with their immediate needs being met where possible.</i>
<i>Support the Assistant Rector- Pastoral & Boarding to enact the policies, procedures and operations of the Boarding School.</i>	<i>Messages and meetings/appointments are appropriately managed. Reasonable tasks are completed in a reasonable time frame.</i>
<i>Liaison with Catering staff</i>	<i>Forward planning regarding student leave and events is communicated to catering staff in advance</i>

Staff Leadership

<i>Objective</i>	<i>Outcome</i>
<i>Oversight of rostered staff</i>	<i>Staff are listened to, valued and supported to complete their roles. Staff referrals of behaviour, issues are followed up in a prompt and effective manner. Arising issues are resolved in accordance with the values of the college. Concerns, issues or ideas are communicated to the Assistant Rector- Pastoral & Boarding as soon as practicable</i>

Community Relationships

<i>Objective</i>	<i>Outcome</i>
<i>Support in Event Management</i> <ul style="list-style-type: none"> - <i>Orientation</i> - <i>Parent Functions</i> - <i>Student Activity</i> - <i>Others by negotiation</i> - <i>Boarding open day and marketing</i> 	<i>Events held by the house including external hire, parent events, new entrant procedures, and celebrations are coordinated ahead of time to ensure smooth running on the day/night. Objectives are met within given constraints including time and cost. Attendance at events and onsite management of hire groups is expected.</i>

Special Character

<i>Objective</i>	<i>Outcome</i>
<i>Uphold the special character of the Boarding House</i>	<i>The Catholic Character of the Boarding House is promoted through role modelling of values,</i>

	<p><i>reinforcement through character systems, as well as tradition and practices.</i></p> <p><i>The Boarding Manager is expected to lead and support other staff in ensuring daily rituals are maintained, for example prayer, grace, service and mass where appropriate.</i></p>
Attendance at Mass	<p><i>Weekly masses are held; a regular attendance is expected of management.</i></p>

Employee Declaration

I have read and understood my position description:

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Employee's Name

Signature

Date

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Employer's Name

Signature

Date

Last updated March 2024