



John McGlashan College

DUNEDIN NEW ZEALAND

Assistant Manager – Senior Hall

Job Description

The Assistant Managers role is to ensure the smooth day-to-day operation the Boarding House. The Assistant Manager reports to the Director of Boarding within the attached Boarding Framework.

Working relationships with:

- Boarding students
- Boarding staff
- College staff – Teaching, Support and Grounds staff
- Boarding Families and community

The role is a salaried part-time position (32 Hours a week). Rostered hours during the week and one in 3 weekends. Hours during the school holidays are adjusted with approval from the Director of Boarding to reflect the operational needs of the Boarding House. Annual leave is expected to be taken during the closedown period in December/January, this is dependent on the external hire commitments.

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

Student Welfare

Objective	Outcome
Ensure students are safe physically, emotionally, spiritually and mentally at all times.	Students are safe, reporting of concerns is communicated to the Director of 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 reach. Attend weekly pastoral care meeting to inform staff where necessary and to learn information about senior boys
Student whereabouts is known, and documented at all times	The Leave Procedure is promoted and adhered to. Leave system in reach is maintained; students and staff are trained and supported through process. Leave is approved and if necessary followed up. Monitoring of daily rolls, follow ups completed in a timely manner
Lead and support the behavior management process for the senior students	Have day-to-day responsibility for the management staff and the student behavior and associated behavioral procedures in the boarding house. Ensure a restorative approach towards behavioral management. Ensure consistent practices Hold regular year level meetings with support from the Lead Housemasters Ensure written records of behavioral management process in Reach Ensure consequences are followed up and completed Where necessary contact home
Student well being activities	The Assistant Manager is expected to lead the planning and implementation of promoting the four aspects of Hauora on a daily basis with support from the matron and lead housemasters. This is organised well in advance, communicated to key stakeholders and where applicable charges made to student accounts within the week of the activity.

Weekly rewards System	A strengths based practice model is implemented when engaging with students. Key information is inputted into reach daily. Weekly draw for students is held on Wednesday evenings. This is the responsibility of the Assistant Manager on duty each Wednesday evening.
Review and monitor students presentation	Monitor the boarders standard of dress, the manner in which they wear it and their personal hygiene

Professional Standards

Objective	Outcome
Act at all times as a suitable role model for students	Students are provided with a positive role model who encapsulates the values of John McGlashan College.
Liaise with Parents, families and support agencies to provide supportive programmes students	Clear lines of communication are evident amongst particular parties involved when co-ordinating meetings, events or other programmes.
Keep up to date on policy and procedure change, and ensure these policies and procedures are adhered to at all times.	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 conjunction with the Director of Boarding in order to address concerns.
Attend professional learning as required, report back and implement key changes	Staff development is promoted through on-going professional learning. Subsequent outcomes are integrated into the Boarding House and communicated to the Director of Boarding.
Attend staff meetings as required	Staff are informed with regard to processes of monitoring, review and forward planning. Agenda's and minutes are prepared and distributed in a timely manner.
Ensure student car keys are locked away during school hours	Only students with authorised usage have access to their keys during school hours. Transport procedure is adhered to at all times.
Undertake Performance and Review Planning including personal inquiry	Personal and professional development is promoted and reviewed in conjunction with the Director of Boarding. Outcomes are mutually agreed and a subsequent action plan is implemented to meet such outcomes.
Assist in leading, planning and reviewing.	Positive relationships are developed amongst staff and students. A clear programme is developed that encompasses the strategic goals of the Boarding House. Organsiation is completed well ahead of time with information provided to key stakeholders.
Relationships with parents are promoted	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.
Perform other duties that may be required by the Director of Boarding/Principal from time to time. Including becoming acting Director of Boarding.	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 Assistant Manager to work outside of the typical rostered hours. Deputise as required for the Director and assume roles and responsibilities as appropriate.

Health and Safety

Objective	Outcome
Maintain a clean, tidy office environment	The office is presentable at all times to guests and a visitor, a positive first impression is created.
Maintain a clean, tidy dormitory environments	The Boarding House is presentable at all times to guests, a positive first impression is created. Student duties are maintained with high expectations.
Attend to security and hazard issues as they arise	The Boarding House is a safe place for staff and students to live, and/or work in. Hazards are reported to the Director of Boarding as soon as practicable. Charges and maintenance are completed as per Boarding House practice.
Promote Emergency Management Procedures	Students and staff are aware of emergency procedures. EMP are adhered to and monitored at all times with appropriate documentation maintained.
Ordering and monitoring of First Aid supplies	Appropriate levels of stock are maintained in accordance with Hostel Regulations, with provision for natural disasters
Monitor Damage	In consultation with Director of Boarding ensure Repairs and Maintenance work is completed in a timely manner, appropriates records are kept and the finance team informed of any charges.

Implementation of Health and Safety Plan	Monitor ongoing implementation and review of the Health and Safety Procedure.
Maintain correct understanding on Health and Safety	Complete all senior staff and new senior student inductions, make sure these are signed off and put on file, either in the health and safety folder for staff or on reach for students.

Office and Financial Management

Objective	Outcome
Attend to daily mail and phone calls on the senior phone	Mail is collected daily, and filed where appropriate. Messages via the phone, or mail are forwarded in a timely manner
Attend to visitors	Visitors, including parents and other stakeholders are greeted with their immediate needs being met where possible.
Support the Director of Boarding and Principal. Teaching and Learning to enact the policies, procedures and operations of the Boarding School.	Messages and meetings/appointments are appropriately managed. Reasonable tasks are completed in a reasonable time frame.
Make sure staffing is allocated to ensure boarding house expectations are met.	Complete staff weekly/weekend and overnight call out rosters to ensure shifts are well covered and shifts are equally shared amongst staff to ensure that the boarding house expectations can be safely met. Where necessary the Assistant manager may need to fill in a shift when someone cannot find cover or is sick. The Assistant Manager will be able to gain this time back during holidays

Staff Leadership

Objective	Outcome
Oversight of rostered staff	Staff are listened to, valued and supported to complete their roles. Staff referrals of behavior, 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 Director of Boarding as soon as practicable
Appraisal of senior staff	When required complete staff appraisals and give written feedback to staff
Day to day management of Management and Leadership and ensure that the needs of the boarders are met	Ensure all staff get regular feedback. Ensure all staff are aware of, and comply with, the health and Safety requirements of their roles Encourage constant improvement in performance, effectiveness and productivity of resources.

Community Relationships

Objective	Outcome
Support in Event Management <ul style="list-style-type: none"> - Special Dinners - Orientation - Hunting competition - Graduation and Prizegivings - Parent Dinners - Student Activity - Others by negotiation 	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.

Additional to the above, the Assistant Manager One has specific responsibility for the following key tasks:

Objective	Outcome
Community engagement is fostered through use of social media and the newsletter	Regular updates showcasing boarding are posted to social media, let the Director of Boarding know of any information to put in the Boarding House Newsletter.
Systems/Procedures for Senior Hall	Systems and procedures such as student duties, rooming allocations are established and monitored to ensure the building meets Health and Safety requirements, parent and staff expectations.
Senior students Wellbeing is enhanced through	<ul style="list-style-type: none"> • Senior students (Years 11-13) wellbeing is monitored through ongoing

quality pastoral care

evaluation (NCEA termly talks and surveys). Clear action points are established for any areas of concern. It is expected that the Assistant Manager forms positive and effective relationships with all senior students to ensure the issues are managed in accordance with Boarding House procedure.

- Senior students goal setting is completed, documented in reach at least twice a term.
- Incidents/Issues/concerns amongst junior students are investigated in a timely manner with clear outcomes reached that promote the wellbeing of all involve. Policy and Procedure relating to Student Wellbeing are adhered to at all times.
- Weekly analysis of data is presented at the Boarding Management meeting. Clear actions are in place to address ongoing trends and concerns.
- Academic progress of senior students is monitored through NCEA check meetings. Strong and effective relationships are established with the college academic staff. Academic supports are in place for at risk students.
- Students transitioning out of the boarding school are supported to complete applications, interviews etc.
- Parents are contacted personally via phone calls on a regular basis
- Weekly competency data is entered into Reach.

December 2019