

POSITION DESCRIPTION

Position name	Deputy Head of Boarding – Academic Leader in Residence
Employment Status	Permanent (1.0FTE)
Load	0.4FTE time release
Key Relationships	The role is a member of the Boarding House Leadership Team, comprising the Director of Boarding, to which this role reports, and two other Deputy Directors of Boarding. The role collaborates with Boarding House Coordinators, Academic Assistants and Wellbeing Assistants and from the day school, with Heads of House, Heads of School, Teachers and Learning Support Staff. The role also liaises closely with parents and carers.

Our Purpose:

Scotch College Adelaide is an ambitious and aspirational ELC to Year 12 learning community committed to knowing, nurturing and challenging every individual within our care. We exist to empower young people to transform their world and its future through extraordinary learning, wellbeing and life experiences.

Guided by our values of Courage, Integrity, Inclusivity and a Commitment to Tomorrow, we cultivate curious minds, strong character and meaningful connections. We believe education should inspire young people to understand themselves, engage deeply with others and contribute positively to a changing world.

As a community of learners, wellbeing underpins everything we do. We seek to create an environment in which students and staff alike can flourish, embrace challenge, and confidently navigate the opportunities and complexities of the future.

Position Objective: Why this role matters

The Deputy Director of Boarding – Academic Leader in Residence provides educational and residential leadership within Rosevear Boarding House, with particular responsibility for strengthening the academic engagement, progress and achievement of boarding students.

Working as part of the Boarding House Leadership Team, the role connects boarding and day school systems to ensure students' academic needs are identified early and addressed through coordinated monitoring, personalised support, coaching and intervention. Through close collaboration with students, families, teachers, Heads of House and Learning Support staff, the Deputy Director helps create a safe, inclusive and high-performing residential environment in which every student is known, nurtured and challenged to achieve their personal best.

The role is held by an experienced secondary teacher who retains a teaching allocation and receives 0.4 FTE time release to fulfil their Boarding House responsibilities. As a member of the four-person leadership team supporting more than 100 boarders and approximately 25 staff, the Academic Leader in Residence provides dedicated academic leadership and ensures boarding students receive focused, coordinated support.

Scotch College Adelaide

📍 Carruth Road, Torrens Park SA 5062
PO Box 271, Mitcham SA 5062
☎ +61 8 8274 4333
✉ enquiries@scotch.sa.edu.au
🌐 www.scotch.sa.edu.au



COURAGE
INCLUSIVITY
INTEGRITY
A COMMITMENT
TO TOMORROW

Position Overview: What this role contributes

Rosevear Boarding House is a diverse residential community in which students from local, regional and international backgrounds live and learn together. Its approach is grounded in creating a safe, inclusive and family-like environment where every student is known, nurtured and supported to develop a strong sense of belonging, personal responsibility and connection to the wider College.

The role combines academic leadership with broader responsibility for residential operations, student wellbeing, staff capability and family engagement. It requires a visible and highly collaborative leader who can translate information about each student's learning and wellbeing into timely, coordinated action; build the capability of boarding staff; strengthen connections between the Boarding House and day school; and maintain high standards of care, safety and accountability. Living 'in-residence' as a member of the Boarding House Leadership Team, the role also participates in rostered evening and weekend duties and contributes actively to the daily life of the boarding community.

Key Responsibility Areas:

1. Leadership and Strategic Development

- Support the Director of Boarding in the leadership and management of Rosevear Boarding House.
- Act on behalf of the Director of Boarding as required.
- Develop, review and implement boarding policies procedures and practices aligned with College expectations and boarding standards.
- Ensure compliance with child protection and duty of care national boarding standards and College policies.
- Provide visible leadership and act as a positive role model for students and staff.
- Contribute actively to the boarding leadership team and participate in regular planning and review processes.

2. Academic leadership and educational support

- Lead the development and implementation of comprehensive academic boarding strategy.
- Oversee academic support programs that promote engagement, achievement and growth for all boarding students.
- Develop systems to identify, monitor and respond to individual student academic needs.
- Coordinate personalised learning support and intervention plans for students requiring additional assistance.
- Monitor student academic progress and establish support strategies where necessary.
- Work collaboratively with Teachers, Heads of House, Learning Support staff and families to ensure coordinated support.
- Provide academic coaching and mentorship, including in the areas of study skills, organization, time management and goal setting.
- Coordinate study programmes, tutoring support workshops and academic enrichment opportunities.
- Evaluate the effectiveness of academic interventions and continuously improve support programmes.
- Act as the key liaison between boarding and the day school on matters regarding student learning and achievement.

Scotch College Adelaide

📍 Carruth Road, Torrens Park SA 5062
PO Box 271, Mitcham SA 5062
☎ +61 8 8274 4333
✉ enquiries@scotch.sa.edu.au
🌐 www.scotch.sa.edu.au



COURAGE
INCLUSIVITY
INTEGRITY
A COMMITMENT
TO TOMORROW

3. Staff Leadership and Professional Development

- Support and mentor boarding staff to deliver high-quality student care and supervision.
- Build staff capacity to support students' academic and wellbeing needs.
- Provide professional learning opportunities related to student wellbeing, boarding practise and academic support.
- Foster strong communication and collaboration between boarding and day school staff. Participate actively in broader professional learning programmes offered by the College.

4. Boarding operations and administration

- Support the effective day to day operation of Rosevear Boarding House.
- Communicate significant student operational or welfare matters promptly to the Director of Boarding.
- Undertake rostered boarding duties, including evenings and some weekends, as well as residential responsibilities as required.
- Maintain a visible and active presence throughout the Boarding House.
- Participate in boarding activities, community events, orientation programmes and special events.
- Assist in the coordination of student leadership programmes, room allocations, preparatory arrangements, Boarding House roles and boarding routines.
- Ensure appropriate supervision and staff arrangements are maintained.
- Help coordinate key boarding events, transition programmes, orientation activities and boarding community initiatives.
- Promote the boarding programme within the wider college and external community.
- Participate in student recruitment activities and initiatives, family engagement and promotional activities, as required.

5. Community Engagement

- Develop and maintain positive partnerships with parents and families.
- Participate in parent meetings, boarding information sessions and college events.
- Support initiatives that strengthen the connection between boarding families and the college.
- Represent the boarding house at internal and external events, as required.

6. Staff, risk and compliance

- Support compliance with all legislative requirements related to child safety and wellbeing and risk management.
- Work collaboratively with the boarding leadership team to maintain safe residential facilities and practices.

7. Work Health Safety and Wellbeing

The College is committed to providing and maintaining a safe, healthy and supportive environment for all employees, students, visitors and members of our community. This includes promoting both physical and psychosocial health and safety.

- Workplace health and safety is a shared responsibility. All employees are expected to take reasonable care of their own health and safety, including their physical and psychosocial wellbeing, and that of others in the workplace.
- Employees are expected to follow reasonable safety instructions, College procedures, training requirements and actively contribute to identifying, reporting and managing workplace incidents, hazards and risks.
- Everyone has a role to play in creating a positive safety culture. Employees are encouraged to speak up about safety concerns and opportunities for improvement.

Scotch College Adelaide

📍 Carruth Road, Torrens Park SA 5062
PO Box 271, Mitcham SA 5062
☎ +61 8 8274 4333
✉ enquiries@scotch.sa.edu.au
🌐 www.scotch.sa.edu.au



COURAGE
INCLUSIVITY
INTEGRITY
A COMMITMENT
TO TOMORROW

Key Selection Criteria: Qualifications, Experience, Knowledge and Personal Attributes

Qualifications and Certifications

- Registration as a Teacher with the Teachers Registration Board of South Australia (TRB-SA).
- Attainment and maintenance of a valid Working with Children Check (WWCC) at the 'employment' level is essential.
- Attainment and maintenance of the 'Responding to Risk of Harm, Abuse and Neglect – Education and Care' (RRHAN-EC) certification at the Masterclass level is essential.
- Attainment and maintenance of the 'HLTAID012 Provide First Aid in an Education and Care Setting' and 'HLTAID009 Provide CPR' First Aid certification is essential.
- A current Mental Health First Aid accreditation is desirable.
- Certification in the Department for Education's 'Protective Practices for staff in their interactions with children and young people' online training module.
- A current South Australian Class C driver's licence.

Experience and knowledge

- Substantial experience in secondary education, student wellbeing or boarding environments.
- Knowledge of contemporary educational practice and its application to student learning and wellbeing.
- Knowledge of national boarding standards and residential compliance frameworks is desirable.
- Demonstrated experience using student data to monitor progress and strengthen academic achievement.
- Experience leading academic intervention or student support programmes is highly desirable.
- Experience leading teams, developing staff capability and building collaborative working relationships.
- Experience working with adolescents and supporting their wellbeing and development.
- Strong knowledge of adolescent development, wellbeing and behaviour support.
- Knowledge of contemporary boarding school operations and best practice.
- Strong digital capability and confidence using educational technology.

Personal attributes

- Educational leadership that sets high expectations for student engagement, progress and achievement.
- Genuine commitment to student wellbeing, belonging and holistic development.
- Visible, approachable leadership that builds trust with students, families and staff.
- Clear and responsive communication across boarding, day school and family contexts.
- Sound professional judgement, emotional intelligence and discretion in complex situations.
- Collaborative capability to align diverse teams around coordinated student support.
- Strong organisation, follow-through and attention to operational detail.
- Calm, solutions-focused approach to problem-solving and conflict resolution.
- Initiative, adaptability and resilience in a dynamic residential environment.
- Uncompromising commitment to child safety, duty of care and professional accountability.

Scotch College Adelaide

📍 Carruth Road, Torrens Park SA 5062
PO Box 271, Mitcham SA 5062
☎ +61 8 8274 4333
✉ enquiries@scotch.sa.edu.au
🌐 www.scotch.sa.edu.au



COURAGE
INCLUSIVITY
INTEGRITY
A COMMITMENT
TO TOMORROW

Conditions of Employment:

- Must be eligible to work in Australia.
- Must satisfy child protection screening and adhere to Scotch's Child Protection policy and procedures.
- Position employed under the terms of the Scotch College Adelaide Enterprise Agreement.
- Out of hours, including evening and weekend work, will be required.
- The incumbent lives 'in residence' on the College campus and the accommodation provided is part of the overall remuneration package.

Finally

No position description can capture the complexity of tasks within a College. Therefore, this position description should not be limiting and some flexibility is required when using it for reference. There will be other tasks, not described above, that may be given to this position from time-to-time. The College commits to regularly review and update position descriptions to accurately reflect the contribution of employees.

This role will require some reasonable out of hours work. Scotch College respects employee's right to disconnect and will seek to communicate with the incumbent about the situations where out of hours contact is anticipated and discuss reasonable ways to minimize disruption to personal life.

Scotch College is a child-safe organisation and committed to the safety and wellbeing of children and young people. We undertake appropriate screening and suitability assessments to determine the commitment of applicants and staff to supporting child safety and wellbeing values in practice.

Scotch College Adelaide

📍 Carruth Road, Torrens Park SA 5062
PO Box 271, Mitcham SA 5062
☎ +61 8 8274 4333
✉ enquiries@scotch.sa.edu.au
🌐 www.scotch.sa.edu.au



COURAGE
INCLUSIVITY
INTEGRITY
A COMMITMENT
TO TOMORROW