



Epsom Girls Grammar School and Epsom House Vision and Values

Vision: Enabling students to be confident, active, resilient learners

Epsom Girls Grammar School is a leading New Zealand school founded on traditions of service and commitment to girls' education and focused on developing young women to become confident and resilient learners, actively contributing to their communities.

Epsom House is the Boarding House for Epsom Girls Grammar School and has 120 students aged from 13 – 18 resident seven days a week during school terms. Our students all have individual rooms and come from a diverse range of cultures.

Values: Courage, compassion, curiosity, community

Job Specification for:	Director of Epsom House Full time Long Term Relieving Parental Leave position beginning Term 3 2021 to end of Term 2 2022
Responsible to:	Deputy Principal with responsibility for Epsom House and Principal
Direct involvement with:	Parents, students, Epsom House Board subcommittee, Epsom House staff, HOD counselling and counselling staff, teaching staff
Primary responsibility:	To contribute to the development of an environment in which the vision and values of the school and the goals of the school may be achieved within the specific context of Epsom House

KEY TASKS

- Develop an atmosphere of trust and support of students
- Focus on Epsom House students as individuals
- Lead and manage pastoral care, including discipline, for Epsom House
- Lead the restorative approach and culture used by Epsom House.
- Manage student, parent and staff issues
- Ensure the house is safely and appropriately staffed
- Ensure performance appraisal of all staff is completed
- Ensure that professional development is provided
- Develop a property plan for maintenance

- Monitor and plan financial spending
- Participate in the enrolment of new students
- Monitor all contracts
- Oversee Epsom House vacation hires
- Report to the School Board subcommittee
- Liaise with the EH parents' committee

PERSON SPECIFICATION

- Be able to communicate a clear vision
- Be energetic and committed to Epsom House
- Be able to develop an atmosphere of trust
- Show ability to relate well and to communicate with young women, their parents and whanau
- Be well organised and methodical in approach
- Have a willingness to be up to date and informed about current developments and changes in boarding
- Be able to lead by example and show initiative and problem solving skills
- Have a willingness to lead and be involved in appropriate professional development
- Be able to be proactive in thinking about future needs
- Be willing to actively contribute to the wider life of the school