



Position Description

Head of Madjirra House



Welcome to our School

Welcome to Haileybury Rendall School where every student matters every day and where our vision is to be the best school in Northern Australia. Our School is closely affiliated with Haileybury and delivers high quality education programs across its four campuses in Melbourne and one in Tianjin, China.

We draw on the experience, expertise and success of these campuses to establish our own plan for the future.

Developing and maintaining a strong academic culture is a top priority. We are fortunate to be able to use the expertise of Haileybury as a base for shaping our educational pathways. Our teaching framework includes the highly successful Explicit Teaching Model in the primary years and the Victorian Certificate of Education (VCE) in the senior years, both of which help drive outstanding results. The strong ties between Haileybury and Haileybury Rendall School also provide numerous opportunities for our community to take part in a broad and exciting range of activities.

Discover more about Haileybury Rendall School at www.haileyburyrendall.com.au

Working with us

Haileybury Rendall School is proudly non-selective when it comes to the students who look to join our outstanding school. We believe in the potential of every child to achieve and contribute.

However, we are by contrast, very selective of staff who wish to work with us, whether they will be guiding our young learners or helping to keep the School operating efficiently and successfully through our Corporate Services department.

Those who join us are passionate about the delivery of innovative academic, co-curricular and pastoral programs that challenge and inspire our students and make a difference in their lives.

As a school we value the linguistic and cultural diversity of our staff and students. Staff are encouraged to contribute experience they may have of working with children from a culturally and/or linguistically diverse background.

Vision, mission and values

Our vision

To be recognised as a great world school.

Our mission

To deliver an exceptional educational experience that fosters the growth of each student through leading teaching and learning programs, a wide array of opportunities, within a culture of high expectations, empowering students to excel.



Our Magenta principles

Everything that we do is centred around our Magenta principles, striving for and achieving more than expected. Our principles support and shape this in our daily work:

- Every student matters every day
- Every staff member matters every day
- Effective practices support sustainability
- One inclusive community

Position details

Position title	Head of Madjirra House
Reports to	Director of Boarding
Employment status	Full-time, ongoing

Our Boarding Context

In 2026 Haileybury Rendall School (HRS) has over 1050 students from ELC to Year 12 and will be growing towards, and possibly beyond, 100 boarders. HRS acquired Kormilda College at the end of 2017 which itself had a long history in providing boarding, especially to Indigenous students from remote communities. Since 2018 HRS has been acclaimed for its work establishing a safe, secure and connected boarding experience for students from Years 7 to 12. This culminated in 2022 with 91 enrolled boarders and HRS winning the Australian Boarding School of the Year.

In July 2023 we opened a new Senior Boarding House, Madjirra, which is an outstanding 60-bed modern facility. The opening of Madjirra complements Dewarra, our girls Boarding house, and Gumimba, our boys Boarding house. The complex and ambitious vision of the School is to see remote Indigenous boarders, international students from south-east Asia and domestic boarders living, studying and enjoying life together in a tolerant, diverse and culturally aware community.

All facilities are located on campus and just a short walk from the academic part of the School.

Responsibilities

The Head of Madjirra will be part of the Boarding Leadership Team. This team is responsible for the leadership and management of the Boarding Program.

The Head of Madjirra is primarily responsible for overseeing the logistics and communications of day-to-day operations for Madjirra. Duty of care responsibilities, pastoral care of all boarding students and the implementation of restorative practices are critical aspects of the role.

Responsibilities:



- In collaboration with the Director of Boarding, maintaining a coherent boarding program for Madjirra students which is underpinned by duty of care, school policies and procedures, appropriate risk management and WH&S responsibilities.
- In collaboration with the Head of Operations - Boarding, maintaining the day-to-day schedule for Madjirra boarding students.
- In collaboration with the Director of Boarding, overseeing and implementing Madjirra student pastoral care responsibilities, when required.
- Maintaining a restorative practice approach within the Boarding Precinct.
- Assisting with the planning and implementation of special events, such as end-of-term celebrations.

Key selection criteria

The Head of Madjirra will ideally have the following attributes:

- Demonstrated leadership ability in a boarding, or day -school context
- Ability to work independently
- A commitment to excellence in all aspects of boarding operations
- A knowledge of the unique requirements for Indigenous boarders from remote communities
- A knowledge of the unique requirements of international boarders from across south-east Asia.
- A knowledge of the unique requirements of non-Indigenous boarders from across Australia
- Proven high levels of communication and interpersonal skills
- Strong skills in organisation and management
- Ability to oversee and work with a diverse range of students and staff
- A proven team player and team leader
- Experience in overseeing student behaviour management
- Ability to establish and maintain strong working relationships with key stakeholders
- A knowledge of the principles of restorative practice in a school and boarding context

Personal qualities

- Empathetic
- Well-organised
- Collaborative
- Patient and relationship-orientated
- Enthusiastic and energetic
- Conscientious
- Skilled in written and personal communication
- Determined
- Resilient



- Student-focussed

Specific qualifications

- Appropriate experience and/or qualifications
- Provision of a Working With Children Card (Ochre Card)

Inherent qualities

Cognitive Demands:

- Ability to work with groups of young students and to handle multiple (sometimes competing) demands from them and from colleagues in a semi-structured environment
- Ability to carry out high-level responsibilities, and effectively interact and communicate with students
- Ability to make high level decisions as appropriate
- Ability to perform role whilst managing students' behavioral demands.

Physical Demands:

- Ability to stand for long periods of time, to write on a blackboard/screen, move freely amongst a class of students for up to seven hours per day and to work at a computer
- Ability to adapt a variety of body postures including prolonged standing, reaching overhead/forward, bending of back, squatting and rotation of neck
- Ability to lift/carry parcels of up to 5 kgs for short distances.

Environmental Demands:

- Ability to work in environments of variable noise levels, temperatures and weather conditions.
- Ability to assess whether Personal Protective Equipment (PPE) is required for particular activities and wear as appropriate

General information

- The successful candidate will be expected to support the vision and ethos of the School
- There may be the possibility of a teaching load for suitably qualified candidates
- Staff must ensure that all decisions pertaining to their role are made in line with current legislations and Haileybury Rendall School Policies and Procedures

Commitment to Child Safety

Haileybury Rendall School is committed to the safety and wellbeing of all children, including those under the care and supervision of the School. The School recognises the importance of, and its responsibility for, ensuring a safe and supportive environment which respects the rights of children and fosters their enrichment and wellbeing.



Haileybury Rendall School's approach to creating and maintaining a child safe environment is guided by the core belief that every student matters every day. The School's mission 'to develop high-achieving students who are connected globally, to each other and to the communities in which they live and serve', can only be achieved if its students are safe, feel safe and are empowered to participate in decisions which affect their lives.

Haileybury Rendall School's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out Working With Children, police records and reference checks to ensure that we are recruiting the right people.

Haileybury Rendall School has zero tolerance for child abuse in any form.

Further information

Further information about this position is available from:

Name: Mr Ben Bishop, Director of People and Culture.

Phone: (08) 8922 1611