



## **Information Pack for the position of Director of Boarding, Timaru Girls' High School**



**SCIENTIA POTESTAS EST  
KNOWLEDGE IS POWER**

This has been the school's motto throughout our 145 year history and we live it today as much as we always did.

## **From the Board of Trustees Chairperson**

Thank you for requesting an application pack for the position of Director of Boarding at our school. We are very proud of the achievements of Timaru Girls' High and its students, and we pride ourselves on continuously striving to meet our goals providing the best education for our girls.

Timaru Girls' High School is situated on the east coast of the South Island in South Canterbury. We enjoy a great lifestyle here, free of long commutes and overcrowding. We are only a couple of hours away from Christchurch, Dunedin, the lakes and mountains – our central location is a real plus and offers many opportunities.

The school has a roll of 477 students. The hostel, known as "The House", has 61 boarders in 2025, including 13 international students. The hostel is situated in the school grounds.

We are currently operating at our maximum capacity and the board is now considering options to accommodate future needs.

Our new Director of Boarding will be well supported by a talented staff and a motivated board. We enjoy a supportive and welcoming community at the hostel and in the school. We seek a visionary leader who has the commitment and passion to meet the board's vision of creating for students a stimulating and caring educational home environment to nurture, empower and grow our young women leaders of tomorrow; someone who can provide clear, transparent and strategic leadership.

We look forward to receiving your application and if you have any questions, please don't hesitate to contact me.

Adam Martin  
Board of Trustees Presiding Member  
adam.martin@timarugirls.school.nz

## **BACKGROUND – “THE HOUSE”**

Boarding enables girls who do not live in our local area to benefit from the high-quality education available at Timaru Girls’ High School. Boarders and their families bring a special dimension and play a very important part in the life of our school. Situated in extensive park-like school grounds, we offer accommodation for girls from Years 9-13, with a safe and secure environment in which to focus on their studies and to discover and explore new opportunities while having fun.

Common rooms are available with televisions, wi-fi, hot drink and snack-making facilities. The House provides students with both personal and communal workspaces. Computer facilities are available and are linked to the school’s computer network. “Prep” is supervised by experienced teachers on site – a unique situation to TGHS. This provides the student with quality one-to-one tutoring where required, allowing the girls to further strengthen their relationships with the academic staff within the school. Recreation facilities include the hostel recreation room, school tennis courts, gymnasium, music practice rooms, and access to sports and cultural activities.

The House provides a nurturing environment for the girls, ensuring they feel a part of our extended whanau. With 24-hour staffing, it is truly a “home away from home”. We pride ourselves on creating an environment that is supportive and caring. A nutritious and tasty menu is provided by the catering staff.

Senior students have leadership opportunities and provide valuable role models to the younger girls. The House provides a supportive extended family environment that encourages young women to experience personal growth and excellence and offers a unique opportunity to learn life skills and responsibility in a structured and caring environment.



## An overview of our school

Timaru Girls' High School is a single-sex state school established in 1880. Located between Cain and Hassall Streets, it has recently refurbished teaching and learning facilities in the Music suite and the Chapman Block. With the expansive grounds, Timaru Girls' High School is fortunate to be well catered for in terms of facilities for our students.



The curriculum is designed to provide balanced opportunities for student-centred learning in the junior school based on the New Zealand Curriculum and wide subject choice in the senior school. Teachers constantly strive to develop quality learning relationships with every single student. In 2022, we are continuing an “RBL” journey (relationships based learning) whereby select teachers are trained and accredited. These teachers then work alongside fellow teachers to share and grow ideas and expertise around providing engaging experiences in

the classroom.

Academic achievement has a strong focus in the school and results in national qualifications generally exceed those of the median for similar girls' schools. Annual targets for improvement are set at departmental levels for specific groups of students and for specific skills or standards and these are analysed and reported on. Data on Māori and Pasifika achievement both across the school and within subject areas are analysed and reported on separately.



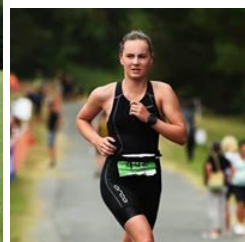
Our students come predominantly from the Timaru urban area, but a number travel to school each day via the bus system that services the wider Timaru rural areas. Our hostel is an integral part of our community and caters for those students living beyond the scope of the bus system. We have 16 long-term international students who attend our school, along with a number of short-term international students.





Timaru Girls' High School has close links to its brother school, Timaru Boys' High School. Students from both schools' travel between the schools each day to access specialist learning. The Principals meet regularly, we share school productions, an International Director, and we have a number of joint social events throughout the year.

Participation in arts and cultural activities, sports, service and leadership is encouraged and fostered and regarded as providing opportunities for developing the key competencies of the New Zealand Curriculum. Both participation and achievement in these areas are celebrated in the school and reported on in the Annual Report.



Timaru Girls' High School has cultivated a competitive interhouse system since 1947. The four houses – Konini, Kowhai, Ngaio and Rata – engage in a year-long series of events including athletics, swimming and house choirs. All of these day events see the houses vying for the prestigious House Shield.

## **Job Description for Director of Boarding, Timaru Girls' High School**

<b>Position:</b>	Director of Boarding – “The House”
<b>Reports to:</b>	Principal
<b>Tenure:</b>	Permanent – 40 hours per week, 52 weeks per year
<b>Functional relationships with:</b>	Principal Board of Trustees Hostel Committee Hostel staff, boarders and families International student staff Guidance Counsellor/Deans Business Manager and other school staff

### **Hostel vision:**

To create for students at the Timaru Girls' High School hostel a stimulating and caring educational home environment to nurture, empower and grow our young women leaders of tomorrow.

### **Background:**

Boarding enables girls who do not live in our local area to benefit from the high-quality education available at Timaru Girls' High School. Boarders and their families bring a special dimension and play a very important part in the life of our school. Situated in the extensive park-like school grounds, we offer accommodation for girls from Years 9-13, with a safe and secure environment in which to focus on their studies and to discover and explore new opportunities while having fun.

‘The House’ provides a nurturing environment for the girls, ensuring they feel a part of our extended whānau. With 24-hour staffing, it is truly a ‘home away from home’. We pride ourselves on creating an environment that is supportive and caring.

### **Primary objectives:**

The Director of Boarding will:

1. Effectively and confidently lead the team responsible for attending to the needs of boarders
2. Oversee and take responsibility for the physical and emotional wellbeing of boarders
3. Maintain high standards of discipline and good behaviour
4. Manage the staff effectively and efficiently and in accordance with employment policies
5. Manage the financial affairs of the hostel within the parameters set out in the strategic objectives and the budget



6. Present a positive role model in behaviour and appearance
7. Uphold the hostel behaviour management plan and the hostel rules
8. Maintain the physical environment
9. Work in the best interests of the school and hostel

The Director of Boarding lives in on-site accommodation, or in accommodation provided near to the school, and is the point of contact for emergencies and any out of hours call outs in term-time.

**To be successful in this position:**

The successful candidate will need:

*Qualifications and experience:*

- Strong business acumen, preferably but not essentially supported by a relevant tertiary qualification
- Strengths in finance, business development, marketing and human resources
- Ability to report to and interact effectively at board level
- A genuine interest in helping teenage girls to learn, grow and thrive in life
- A current first aid certificate
- A current driver's licence

*Knowledge and skills*

- Excellent interpersonal and communication skills
- Excellent leadership skills
- Excellent time management skills

*Personal attributes*

- Willingness to learn about and understand all aspects of the hostel
- Ability to enhance and maintain a positive team and cooperative work culture that enables a flexible workplace
- Ability to work with all the hostel team, including actively working with the school's Business Manager
- A positive, self-motivated and enthusiastic attitude
- Be able to work both independently and collaboratively

- Be able to think strategically
- A professional, responsible and ethical approach to work
- Self-directed, highly motivated and able to show initiative
- Excellent at anticipation and prioritisation
- Lead by example at all times

Curriculum Opportunities	Expected Outcomes:	Other Parties Involved
<ul style="list-style-type: none"> <li>• Creating unique learning opportunities and learning experiences for students that are inclusive, equitable and relevant with clear pathways to future learning and leadership</li> </ul>	<ul style="list-style-type: none"> <li>• Learning needs are well supported with personalised learning programmes</li> <li>• Engaging, dynamic and innovative learning opportunities are designed</li> <li>• An authentic and connected curriculum is implemented</li> <li>• Boarder leadership competencies and dispositions are developed and nurtured</li> <li>• Rostered “Prep” teachers from within the school teaching staff are appointed by the Principal, in conjunction with the Deputy Director of Boarding</li> <li>• Regular feedback is sought by the Deputy Director of Boarding from teachers about boarders’ academic progress, and issues and needs are identified and addressed.</li> <li>• The school calendar is monitored and planning is in place for all school events.</li> </ul>	Principal

Hauora (Wellbeing)	Expected Outcomes:	Other Parties Involved
<p>Nurturing a culture where all boarders are supported and cared for in developing confident, connected and resilient young women</p> <ul style="list-style-type: none"> <li>• Build Tuakana – Teina relationships within the hostel</li> <li>• Establish a comprehensive wellbeing programme for boarders</li> </ul>	<ul style="list-style-type: none"> <li>• The physical and emotional wellbeing of boarders is top priority, and sound, meaningful relationships are developed with boarders</li> <li>• All boarders attend evening “Prep” and suitable spaces are available for study</li> <li>• High standards of boarder personal organisation and hygiene are maintained</li> <li>• Dining room etiquette is overseen</li> <li>• The Guidance Counsellor and health professionals are consulted to ensure the physical and emotional needs of boarders are met</li> <li>• Doctor’s visits are organised as required</li> </ul>	Principal Boarders Boarders’ families Hostel staff Guidance Counsellor Health professionals Hostel Disciplinary Committee



<ul style="list-style-type: none"> <li>• Build relational trust and effective communication</li> <li>• Strengthen family connections and relationships (Whanaungatanga)</li> </ul>	<ul style="list-style-type: none"> <li>• Detailed medical records are maintained and securely kept</li> <li>• The standard of uniform and the manner in which it is worn is monitored</li> <li>• All boarders clearly understand what is expected of them</li> <li>• The Hostel handbook is communicated and observed</li> <li>• Fair and consistent procedures are in place for managing boarder behaviour</li> <li>• Staff are informed as appropriate about student behaviour and wellbeing</li> <li>• Parents are informed of concerns where breaches of rules occur as per the behaviour management plan</li> <li>• Serious breaches of discipline are reported to the Principal and the Hostel Disciplinary Committee activated as appropriate</li> <li>• Positive and welcoming relationships are created with families of boarders</li> <li>• Be available on request for parents, and communicate with them in a timely, appropriate and professional manner, including a monthly newsletter</li> <li>• Meetings or functions where parents are involved are attended by the Deputy Director of Boarding, the Director of Boarding, or both, depending on the situation</li> </ul>	
Assume responsibility with catering staff for menus, catering and serving meals	<ul style="list-style-type: none"> <li>• Food served at the hostel is of the highest quality at all times</li> <li>• Menus have been approved by a dietitian</li> <li>• The ordering and supply of provisions is controlled and maintained</li> </ul>	Catering staff Boarders Hostel Committee
Ensure health and safety standards are maintained in all respects of the operation of the Hostel	<ul style="list-style-type: none"> <li>• The hostel is at all times a healthy, safe environment</li> <li>• The hostel complies at all times with applicable regulations</li> <li>• All staff and boarders are familiar with emergency procedures</li> <li>• Regular earthquake and fire drills are held</li> </ul>	Board of Trustees Hostel Committee Hostel staff and boarders
Provide a written report on hostel operations for Hostel Committee and Hostel Working Party meetings	<ul style="list-style-type: none"> <li>• A monthly written report available to Hostel Committee and Working Party members before each meeting</li> </ul>	Hostel Committee Hostel Working Party

Resource Sustainability	Expected Outcomes:	Other Parties Involved
<p>Manage effectively and efficiently all resources of the hostel to ensure accountability and sustainability of the hostel's vision</p> <ul style="list-style-type: none"> <li>• Effective financial planning is implemented to ensure fiscal responsibility in providing financial resources to meet the Hostel's strategic priorities</li> <li>• Productivity of the Hostel maximised by optimising the effectiveness of all employees including training and professional development</li> <li>• A long-term property plan for the Hostel is developed and implemented, incorporating the monitoring and compliance with health and safety requirements</li> <li>• A marketing strategy is established and a marketing plan is developed</li> <li>• The Hostel is strategically managed to generate alternative revenue from holiday hiring</li> </ul>	<ul style="list-style-type: none"> <li>• Progress against the strategic plan is monitored</li> <li>• Annual financial goals for the hostel are set based on the strategic plan, and areas of financial growth identified, with progress reported to the Hostel Committee</li> <li>• An annual budget is prepared and managed, with monthly reporting to the Board of Trustees</li> <li>• Invoices are checked, approved and returned to the school office for prompt payment</li> <li>• A long-term property plan is developed and progress against it is monitored, and adjustments made where necessary, with progress reported to the Hostel Committee</li> <li>• The hostel is appropriately furnished and equipped, with expenditure outside budget approved by the Board of Trustees through the Hostel Committee</li> <li>• Boarder application forms are reviewed, and enrolments confirmed in conjunction with the Principal</li> <li>• The hostel is staffed appropriately and all staff are appointed and managed in conjunction with the Deputy Director of Boarding and in accordance with appointment and employment policies</li> <li>• Job descriptions and employment agreements are drawn up and regularly reviewed for all staff</li> <li>• All staff are supervised and directed appropriately</li> <li>• Rosters are published in advance and reviewed each term</li> <li>• Regular weekly meetings held with staff, and at least monthly with boarders</li> <li>• Relief staff are employed as needed to maintain hostel systems</li> <li>• Staff salaries are reviewed annually</li> <li>• All contractors comply with relevant legislation</li> <li>• Alternative revenue is generated by promoting the hostel for hiring of the facility during term holidays and identifying opportunities for hiring</li> </ul>	<p>Hostel Committee Business Manager Property Manager Principal</p>

Self-Review and Evaluation	Expected Outcomes:	Other Parties Involved
Building a culture of organisational renewal and transformation through rigorous reflection and self-review	<ul style="list-style-type: none"> <li>• Annual feedback is sought from boarders, staff and families, and surveys undertaken, on how the hostel is meeting its vision and strategic priorities</li> <li>• A current first aid certificate is held by the Director of Boarding and all staff at all times</li> <li>• Personal skills continue to be developed</li> <li>• Undertake personal development by attending conferences seminars, and keeping up to date with boarding trends</li> <li>• Participate in an annual appraisal, where performance is monitored and areas needing development are identified, and strategies for improvement are put in place</li> <li>• Management of the hostel is peer reviewed biennially</li> </ul>	Principal Hostel Committee chairperson NZ Boarding Schools' Association Australian Boarding Schools' Association

## Timelines for the appointment process

As a part of this package, you have been sent an application form which you should complete and return if you intend applying for the position. **Please note that all applications are to be submitted electronically and no paper copies or CVs are to be submitted.**

In addition, you should include a formal letter of application addressed to the Board and if you wish, a CV can accompany the application. Feel free to include all the documents in one file that you return as your application – this is preferred.

Please note that there is no requirement to provide written referee forms – we will contact those you list as referees, so please ensure you provide full contact details for them; please note a cell phone contact is desirable.

Advertised online	Monday 5 May 2025
Applications close	Friday 23 May 2025
Shortlisting	Week of 26 May 2025
Interviews	As soon as can be arranged after shortlisting is completed
Referee checking	Week starting 2 June 2025
Start date	30 June 2025

Applications should be sent by email to Janine Quigley, the School's business manager, at [jquigley@timarugirls.school.nz](mailto:jquigley@timarugirls.school.nz). If you have any questions regarding the process, call Janine on 03 688 1122 extn 223.

You should send:

- Your letter of application addressed to the Board Chairperson.
- The completed application form – please note there is no need to sign this application at the end. Please just insert your name and the date. Your letter will have your signature.
- Your CV – optional.

All applications will be acknowledged by return email.

If you wish to visit/ask questions about the school before applying, please contact the Board Presiding Member, Adam Martin on 021 952 534 or by email at [adam.martin@timarugirls.school.nz](mailto:adam.martin@timarugirls.school.nz).

**Thank you for interest in our school and we hope we have convinced you to want to lead our hostel into the future.**

**We look forward to your application.**