

Position Description	
Position Title	Head of House
FTE	Full-time
Reports to	Head of Frensham Schools through Head of Boarding
Commencement	Term 1, 2027

About Frensham

Established in 1913, Frensham is one of Australia's most respected boarding and day schools for girls. Frensham inspires its students to be critical, ethical and flexible thinkers, equipped to be future leaders in a complex and rapidly changing world.

Frensham is an outward-looking and forward-thinking school. Our passionate and dedicated staff work as a highly professional team that takes the time to consider and support each girl's individual learning, growth and development as independent, empowered young people. Our belief is that students rise to the intellectual life around them, which creates a culture designed to inspire intellectual and emotional growth and maturity, helping every student to thrive.

In a stimulating living and learning environment, surrounded by an abundance of natural beauty, girls are challenged and supported to develop the skills and the motivation to contribute positively to their local and global communities. They are taught to value kindness, resilience, empathy and compassion, and to carry these attributes with them for life, alongside the School's core values.

Position Overview

At Frensham, the Head of House is recognised as a leadership role which is instrumental to the overall successful operation of the residential program and a crucial connection with the academic, pastoral and extra-curricular life of the School. The Head of House carries responsibility for the leadership, pastoral care, spirit, morale, security and supervision of all boarders in their care.

The Head of House must promote student growth and wellbeing in fulfilment of the School's motto "In love serve one another." The key goal is to build and maintain a caring, diverse, welcoming and culturally rich residential community where all students and families are connected and experience a genuine sense of belonging.

The purpose of the role is to promote and take responsibility for the safety, health and wellbeing of students in the relevant Boarding House, and the effective operation of this residence. **Accommodation is provided on site as part of the role.**

We are looking for a candidate who:

- Holds a teaching degree and current eligibility to teach in NSW
- Is an experienced professional working in support of young people's wellbeing, growth and development
- Is an effective people leader
- Is well-organised and is a clear and empathetic communicator
- Has depth of relevant experience in boarding or other residential contexts

The Head of House, whilst ultimately responsible to the Head of Frensham Schools, reports to the Head of Boarding. The successful candidate will maintain a close working relationship with:

- Head of Boarding;
- Director of Students;
- Fellow Heads of House;
- The House Staff Team;
- The Wellbeing Team;
- The Year Coordinators;
- The Health Centre Staff; and
- The Parents and Carers of the students for whom they are responsible.

Key Responsibilities

1. Operational

The Head of House oversees the effective operation of all House matters. As such, they are responsible for the following:

- Oversee the Daily Operations of the House
- Ensure that accurate administrative records are kept and updated via the use of Orah
- Maintain and update the House Schoolbox page throughout the Term with House information, House Job Rosters, Phone Times and House Blog
- Maintain accurate and up-to-date records for students (ie leave records, Shift Reports, communication diary, student files) within Orah
- Contribute to the Student Reporting Process
- Provide student information to the Director of Students prior to Year Weekend Parent Discussions
- Organise the Format and Agenda for House Meetings
- Support and facilitate Special Events (ie House of Origin Breakfasts; Orientation changes; start and end of all terms and Long Weekend breaks; Year 12 Dinner – if in that House – and similar events – regardless of timing in core Roster)
- Maintain comprehensive maintenance reports and notify the Head of Boarding of repairs and requests
- Provide recommendations for Termly Dorm placements
- Oversee House Set Up Days at the beginning of each term
- Coordinate End of Term Pack Up for students and staff

2. Pastoral Care

The Head of House has a key role in the development of a nurturing and supportive environment that enhances individual and collective wellbeing within the House and broader Frensham community.

As such, they will:

- Provide guidance, support and advice for students
- Monitor student development
- Monitor and manage student behaviour and conduct (be alert to and be proactive in response to bullying or exclusionary behaviour), modelling restorative practices in residential relationships
- Manage student discipline consequences in consultation with the Head of Boarding and Year Coordinator

- Attend and contribute to weekly Welfare Meetings
- Promote Student Leadership within the House and support appointed Student Leaders in their leadership development and management of younger students
- Assist with Orientation of New Students to the Boarding House

3. Communication

The Head of House will maintain proactive, respectful and effective communication with Parents, Staff and Students.

Communication may be by, but not limited to the following means:

- Phone conversations with parents
- Email
- Schoolbox pages
- Orah

4. Other related duties

- Attend in support of relevant Frensham functions including Parent Weekend Services; Open Day; Birthday Weekend; Orientation and Sample Boarding; Major Parent Events (ie Father Daughter Ball; Bush Dance etc)
- Carry out student supervisory duties as required e.g. Birthday weekend, Christmas Lunch and Jamieson Week events – as confirmed ahead of time
- Provide escort for students attending emergency medical appointments, if requested by the Head of Boarding
- Communicate and work collaboratively with colleagues, parents and caregivers
- Other duties, as directed by the Head

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Applications: Applications should be addressed to the Head of Frensham, Mr Geoff Marsh, and must include a statement of educational philosophy, curriculum vitae, university transcripts and the contact details of three referees.

Please email your application to: hr@frensham.nsw.edu.au

Closing date for applications: Tuesday, 6 October 2026.

Early applications are appreciated to assist in the interview process.

Further information: Call Victoria Hindmarch, +61 2 4860 2000.

All staff at Frensham Schools take an active role in ensuring our Child Protection programs, policies and processes are at the forefront of all that we do. A Working with Children Check Clearance Number must be provided to the School prior to confirmation of the appointment.