

BOARDING HOUSE SUPERVISOR



Position Title	Boarding House Supervisor
Reporting to	Head of Boarding
School Values	Respectful Relationships Responsible Citizen Adventurous Learner A True and Courageous Self

Wilderness School is a non-denominational girl’s school educating students from Early Learning Centre through to Year 12. Since 1884, Wilderness School has prepared girls to be adventurous, courageous, responsible and respectful learners and leaders. The legacy of our Founders, the Misses Browns, continues today and is a rich and integral part of our School culture.

Staff members at Wilderness School are required to uphold the values and the reputation of our school and community by:

- Conducting their relationships with respect and kindness
- Demonstrating high behavioural, moral, ethical and professional work standards
- Working together to successfully manage change

Role Purpose:

The Boarding House Supervisor is an integral part of the boarding community. Working closely with the Head of Boarding, the Boarding House Supervisor provides a nurturing, safe and inclusive community, ensuring a high quality experience for our boarding girls which is based on the School’s value of Respectful Relationships. The Boarding House Supervisor is responsible for the afternoon and overnight welfare and wellbeing of the students within the boarding house, providing a “home like’ experience that is caring, encouraging, friendly, warm and welcoming.

The Boarding House Supervisor plays a critical role within the Boarding House in:

- assisting the Head and Assistant (AHOB) of Boarding in managing the day to day operations of the Boarding House and supervision of boarders (including overnight where required).
- responding to pastoral care matters and the safe wellbeing of the boarding students in Years 7 - 12.
- managing the first response to emergency procedures at all times.
- sharing responsibility for the general good order of the Boarding House.
- reporting maintenance and WH&S matters as required.

Key Areas of Responsibility

Pastoral Care
<ul style="list-style-type: none"> • Act responsibly in the supervision, care and instruction of resident boarders, while developing positive and trusting relationships with the students. • Be aware of the individual needs and differences of all boarders and liaise with the Head and Assistant Head of Boarding, other boarding staff and appropriate School staff as required to support the needs of each boarding student. • Liaise closely with the International Student Coordinator, Student Counsellor and Health Nurse as required. Determining when to refer matters to these appropriate staff in a safe & timely manner. • Liaise closely with the Head and Assistant Head of Boarding regarding any serious or complex matters. • Develop positive and consultative relationships with parents and carers and liaise with them regarding any matters of concern.

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- Maintain an open approach to concerns and ensure that boarders feel they have been heard and that their concerns will be acted upon.
- Take a leadership role encouraging girls to manage their responsibilities, develop life skills and promote individual self-efficacy.
- Transport students to and from medical appointments, when requested.
- Dispense medication to Boarding House students and record medication on REACH database as required.

Management and Administration

- Assist the Head and Assistant Head of Boarding to maintain effective daily functions of the Boarding House.
- Manage boarders leave, across the designated shift. This includes obtaining approvals, monitoring leave, liaising with relevant school staff and determining when to follow up with students and their families or hosts regarding leave arrangements.
- Assist in ensuring boarding student records are kept up-to-date and include all relevant information such as medical information, emergency contact details, visitors' lists and details of any behavioural and or disciplinary action. It is essential that confidentiality and privacy is always maintained concerning these matters.
- Assist the Head and Assistant Head of Boarding regarding security within the Boarding House, with regard to all WHS issues, fire regulations and the general safety and security of all boarding students and staff within the Boarding House
- As required, assist in the preparation of Semester reports for the boarding students.
- Determine appropriate courses of action for any issues that may arise, including the intervention in matters involving students.
- Determine when specific academic or pastoral support may be required for a boarding student.
- Assume responsibility for the Boarding House when the senior on duty, ensuring strong communication with the Principal or other key leadership staff if Head of Boarding is not accessible.

General Shift Duties

- Work closely with the Head and Assistant Head of Boarding and other Boarding House staff to ensure consistency and continuity of care, discipline and standards throughout the Boarding House.
- Assist with administrative tasks as required or delegated.
- Monitor WH&S and security arrangements at evening close of House and mornings. Advise the Head of Maintenance or Head of Boarding of any irregularities.
- Manage the routines of the Boarding House, including room tidiness, meal/breakfast/ supper set up and clean up as required.
- Support and assist boarders with their academic program
- Coordinate staff to support students' academic needs during Prep time and to assist in emergency situations
- Maintain an excellent understanding of and adherence to Duty of Care obligations in relation to boarding students and their pastoral care.
- Assist the Head and Assistant Head of Boarding with the organisation and coordination of Boarding House functions and activities for the students, including the orientation program for new students and preparations prior to the start and end of each school term.
- Be available for any other duties as reasonably requested by the Head of Boarding.
- Attend Boarding House staff meetings.
- Administer First Aid and medications as required and maintain accurate medical records.
- Provide an End of Shift Report at the conclusion of each shift.
- Provide a report on the occasion of each evacuation or lockdown
- Ensure the Boarding House remains safe and disciplined, whilst at the same time, providing a supportive 'home away from home' environment for boarding students.
- Promotion of and adherence to the Aims of the Boarding House and the Ways of Working with Boarding House colleagues
- Demonstrate knowledge and compliance to the School policies.

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Qualifications, Skills and Experience:

Essential
<ul style="list-style-type: none">• Relevant experience related to the responsibilities required by the position.• Intermediate ICT skills in the MS Office software and willingness to learn Boarding House specific leave and medication software.• Strong interpersonal and negotiation skills including an open and friendly disposition with the ability to listen effectively.• Outstanding organisational skills.• Self-motivated and the ability to work independently as well as part of a team.• Proven leadership capabilities, including the ability to inspire, guide and motivate others.• Demonstrate resilience, including the ability to work under pressure and manage stress effectively.• A high degree of confidentiality, initiative and professional judgement.
Mandatory Certification
<ul style="list-style-type: none">• Provide First Aid certificate or equivalent (or ability to obtain certification)• Provide ABSA or BSA Duty of Care certificate (or ability to obtain certification)• Mental Health First Aid (or ability to obtain certification)• Responding to Risks of Harm, Abuse and Neglect – Education and Care (or ability to obtain)• Working with Children Check (or ability to obtain clearance)• Maintain a current, unrestricted Driver’s License (Motor Vehicle).
Personal Qualities
<ul style="list-style-type: none">• Ability to be flexible, adaptable and operate effectively in a challenging and changing environment.• Demonstrate a welcoming and mature approach with warmth and empathy towards the needs of boarding girls.• Establish trusted relationships with the boarding girls and their families.• Display evidence of actively building relations within the Boarding House and the Boarding Community.• Set a positive example of professional behaviour and presentation.• Ensure that professional boundaries are maintained at all times.• Ensure that confidentiality and privacy is maintained at all times in regard to student and staffing matters.

Conditions

<ul style="list-style-type: none">• Out of hours work, and flexibility to work overnight rostered shifts as required, is an essential component of this role. The staff member may also be required to attend meetings, functions or promotional events as part of, or in addition to normal working hours.• The Boarding House Supervisor works primarily during school term time, however, when necessary and in consultation with the Head of Boarding, may be required to work outside normal hours.• Work from any other metropolitan location as required.• The School reserves the right to modify and adjust position descriptions to meet its operational and strategic need.• The successful applicant will be required to undergo a Working with Children Check and Responding to Risks of Harm, Abuse and Neglect Training. In addition, you will be required to adhere to the School’s Child Protection Policy.
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Acknowledgement:

I have received, reviewed and fully understand the position description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Signed:

Date:

Print Name:

