

## Position Description

Title: Boarding House Supervisor - Residential

Senior School Campus



This Position Reports to: Head of Boarding House

Dean of Boarding

Department: Boarding

Date: May 2025

## **PREAMBLE**

As a staff member of The Southport School, it is crucial that you understand the underpinning philosophy and aims of this school, its routines and administration, and more importantly, that you actively support the Anglican Ethos of the School. The School Prayer gives a clear understanding of the School Aims.

*Make us a truly Christian Community where education embraces the whole of life. With the school may we find acceptance, healing and growth through faith in Christ and in turn service to others.*

## **OUR TSS VALUES**

### **We are a TEAM**

We work together in a spirit of trust, loyalty, inclusion and mutual respect. We persist and encourage each other to do our best each day.

### **We are a community of SCHOLARS**

We learn every day and our interests and different approaches bring diversity of opportunity and enrich our understanding of the world.

### **We are here to SERVE**

We contribute positively to our classes, our teams, our school, our families, and our communities, learning to lead and to improve the world in which we live.

## **STUDENT PROTECTION IN ANGLICAN SCHOOLS**

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- Every child: made in the image and likeness of God.
- Every child: loveable and loved, unique and unrepeatable.
- Outstanding education for the flourishing of people and the good of community.

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- place emphasis on genuine engagement with children and young people.
- create conditions that reduce the likelihood of harm to children and young people.
- create conditions that increase the likelihood of identifying harm where it exists; and
- respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.

## **PURPOSE OF THIS DOCUMENT**

To provide the team member with the key selection criteria, specific duties and responsibilities and general responsibilities against which your appointment to, and performance in the job, will be assessed.

As part of the team, you will be expected to know the policies and procedures that govern some of the tasks you will be performing.

## **KEY SELECTION CRITERIA, QUALIFICATIONS AND EXPERIENCE:**

### **Selection Criteria**

- Demonstrated capacity to be a positive role model and leader by setting a positive example, establishing clear expectations and guiding students through their personal and academic development.
- Knowledge and understanding of child protection policies and procedures and a commitment to ensure the safety and wellbeing of students.
- Demonstrated patience, flexibility, empathy and compassion towards students to build trust and create a nurturing environment.
- Demonstrated excellent communication and interpersonal skills along with a commitment to nurturing positive relationships between students, fellow staff members, parents and stakeholders.

### **Qualifications, Experience and requirements**

- Must hold a valid Working With Children Check (Blue Card).
- Previous experience working with adolescents or in a school setting is highly desirable.
- Provide a recent criminal history check certificate – must be within 2 months of appointment.
- Hold a current First Aid Certificate that includes CPR.
- Be willing to complete ABSA Level 1 Boarding/Duty of Care qualification.

## **DUTIES AND RESPONSIBILITIES FOR THE POSITION**

This part of the document outlines the responsibilities required to competently perform the duties of the position. Of course, you will also be required to perform any other duties that the Headmaster, or their delegate, may direct you to perform, and which could reasonably be considered relevant to the position.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

As a Boarding House Supervisor, you will assume a pivotal role in fostering a positive and supportive living environment for boarding students. Responsible for supervising and mentoring students in their daily routines, you will ensure their safety, well-being, and adherence to school rules. Your duties will encompass overseeing dormitory activities, coordinating with school staff and parents, addressing disciplinary issues, and providing emotional support to students when needed.

By promoting a sense of community and instilling values of respect and responsibility, you will play a vital role in nurturing students' personal growth and academic success during their time in the boarding house.

Overall, the Boarding House Supervisor plays a crucial role in creating a nurturing and supportive environment where students can thrive academically, socially, and emotionally during their time at school.

### **Key responsibilities:**

The Boarding House Supervisor role is a member of the Boarding House team, you will be rostered on duty for approximately 10 – 15 hours of duty per week. As a member of the Boarding House, attendance at residential and boarding house meetings is required.

### **Overview of role responsibilities:**

- **Student Supervision:** Overseeing and monitoring the daily routines of boarding students, including wake-up and bedtime, meals, study sessions, and recreational activities.
- **Safety and Security:** Ensuring the safety and security of students within the boarding house premises, implementing safety protocols, and addressing any emergencies promptly.
- **Student Support:** Providing emotional support, guidance, and counselling to students, addressing their concerns, and fostering a positive and supportive living environment.
- **Discipline and Behaviour Management:** Enforcing school rules and policies, addressing disciplinary issues, and promoting positive behaviour through a fair and consistent approach.
- **Dormitory and Room Maintenance:** Overseeing the cleanliness and maintenance of the dormitory and room facilities, ensuring a hygienic and comfortable living space for students.
- **Communication:** Collaborating with school staff, teachers, and parents to keep them informed about students' progress, challenges, and any notable developments.
- **Activities and Programs:** Organising and supervising extracurricular activities, social events, and educational programs within the boarding house to enrich students' experiences.
- **Conflict Resolution:** Mediating conflicts among students and promoting a harmonious living environment that fosters respect and understanding.
- **Academic Support:** Encouraging students to excel academically, monitoring their study habits, and helping when needed.
- **Role Model:** Leading by example and demonstrating positive values and behaviour to serve as a role model for students.
- **Health and Wellness:** Ensuring students' health and well-being by coordinating medical care, administering medication when necessary, and promoting healthy lifestyles.
- **Record Keeping:** Maintaining accurate records of student attendance, incidents, and any relevant information to ensure effective communication with school administration and parents.

### **Operational responsibilities:**

These responsibilities are not exhaustive, and other relevant responsibilities may be performed by the Boarding House Supervisor provided such duties are appropriate having due regard to the nature and purpose of the position.

- Supervision of boarders in the house always and ensuring compliance with study, health, safety and hygiene routines and regulations in the Boarding House.
- Close monitoring and supporting individual boarders with needs.

- Regular liaison and reporting with other Boarding House staff.
- Accountability for all boarders in the House always.
- Escorting and supervision of boarder during recreational activities and medical appointments.
- Evacuation of boarders during Fire Evacuation training and actual alarms.
- Attendance at all orientation, professional development, staff meetings, school celebrations (if available) and mandatory training workshops or requirements.
- Report to your Head of Boarding House on all House and Student activity after each duty or rostered activity – complete all required administrative duty documentation.
- Follow all lawful and reasonable instructions given to you by your Head of Boarding House or more senior staff.
- Diligently exercise your duty of care as a Boarding House Supervisor to the students under your care, fellow staff members, visitors to the school and other members of the wider school community.

### **Specific expectations:**

It is important to ensure that your relationship with the boys is caring, friendly and professional, diligent, and positive.

- No Boarding House Supervisor may visit boys in their dormitories or private rooms after lights-out; the only exception is when he is on duty and patrolling and doing a bed check as part of the final supervisory checks and administration.
- All disciplinary problems or matters that arise on duty or concerning disciplinary matters that a Boarding House Supervisor becomes aware of must be reported to Head of Boarding House, e.g., bullying, smoking, drinking of alcohol and breach of leave policy, etc.
- It is expected that all Boarding House Supervisors will involve themselves in the boarding house activities. To have an extra-curricular involvement in the school is preferred as it assist with developing rapport with the students.
- To carry out dining hall duty. Meal supervision is an important and demanding part of resident duty and is to be taken seriously. One Boarding House Supervisor must be always circulating in the Dining Room during all meals. Always insist that boys' manners and approach with Dining staff are courteous and polite and that fundamental table manners are observed.
- The Boarding House Supervisor on duty must record any visitors or guests attending the boarding house whilst they are on duty to ensure that duty of care and student protection protocols are always observed. All visitors must be registered on arrival and sign out on departure.
- Boarding House Supervisors are expected to have a working knowledge of any significant medical condition of students in their care i.e., knowledge of student anaphylaxis and asthma plans – this should be provided initially by the Head of Boarding House or his delegate and provided by the HealthCentre.
- To assist in the monitoring of leave. All Boarding House Supervisors are to be fully acquainted with the leave provisions for boarders. Leave is to be issued only when a resident is sure that the boy has fulfilled all conditions of leave policy. Boys are to always report their movements to the Boarding House Supervisor. The most important of these conditions are:
  - A boy has made application to and obtained approval from his Head of Boarding House.
  - All school commitments have been met.
- Providing supervision of prep study. This is to be constant, vigilant, and supportive. The Boarding House Supervisor is to ensure that Prep begins on time, is quiet and that boys are doing schoolwork. All boys should be at their desks during Prep and must have the Boarding House Supervisor's permission before going to the library or music.

- Be vigilant so that a boy's social, school, or academic problems that a Boarding House Supervisor may become aware of through a development of mutual respect, be reported to his Head of Boarding House and /or Chaplain, who will respect this confidence and assist in solving such problems.

## **GENERAL DUTIES AND RESPONSIBILITIES**

### Student protection and child safety responsibilities

- Ensuring a comprehensive understanding of all relevant policies, procedures, guidelines and reporting protocols at The Southport School.
- Creating and maintaining a safe and secure environment where students feel physically and emotionally protected.
- Recognising signs of abuse, neglect, harm, and inappropriate behaviours and conduct of students, staff, volunteers, visitors and other persons engaging with the students.
- Immediately report suspicions of harm or disclosures to a Student Protection Officer, or the Director of Student Protection, or the Headmaster concerns and disclosures as a mandatory reporter.
- Educate students about their own personal safety, empowering them to understand and assert their boundaries and seek help if they feel unsafe.

Ensure all school policies and procedures are complied with by:

- Complying with legal obligations of an education establishment including complying with established industrial relations practices and requirements.
- Compliance with the Student Protection Policy and Procedures including ensuring that the well-being of all students is closely monitored, and any concerns are reported to the appropriate support and leadership staff.
- Understanding that at no time does any worker have the authority to reprimand any student or any co-worker, but to take responsibility to report any issue to the Dean of Students or any member of the School's senior management panel.

Ensure a safe and healthy work environment is provided for students, employees and visitors by:

- Complying with the Workplace Health and Safety Legislation and Regulations.
- Complying with The Southport School Workplace Health and Safety Policy
- Implementing documented basic safety and security practices.
- Preventing hygiene risks and problems through implementation and adherence to policy and procedures.

Display positive interpersonal skills needed for the delivery of quality service, with a particular emphasis on communication and teamwork by:

- Communicating effectively one on one in the workplace.
- Communicating and participating effectively as a member of a team in the workplace.
- Providing confidential employee and client relations for counselling and any grievance procedure that may take place.
- Presenting a positive, professional and dynamic image of the School to employees, clients and visitors at all times.
- Initiating and driving the business forward by directly representing the School's ethos and motto.
- Demonstrating the very highest level of personal insight, initiative and maturity in all that is done and to display a sense of flexibility and willingness to work as an integral member of the team.