



Position Description

Position	Boarding House Supervisor
Reports to	Head of Boarding
Direct Reports	Boarding House Tutors
Type	Full time / Contract with a possible extension 24/7 roster system
Classification	Boarding House Employee Level 2; Independent Schools ACT (Support and Operational Staff) Multi-Enterprise Agreement 2017
Last updated	September 2020

The Role

The Boarding House Supervisor is a residential position within the Boarding House at Canberra Girls Grammar School (CGGS). Reporting to the Head of the Boarding, this role will be responsible for managing aspects of the day to day operations of the Boarding House ensuring the operations and strategic goals of the Boarding House.

The Boarding House Supervisor will assist the Head of Boarding to maintain and develop a warm and welcoming environment for the boarding students, their families and staff. Providing pastoral care and support as well as appropriate supervision in the general routine of boarding students, this role plays an important part in creating a positive and supportive "home away from home" experience.

This position will be a role model for both students and staff with excellent professional standards. As a positive, supportive and calm leader, the Boarding House Supervisor may be required to act as the Head of Boarding in their absence.

Duties

It is the nature of the work at Canberra Girls Grammar School that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically covered in the job description.

Under direction from the Head of Boarding assist with the day-to-day operation of the Boarding House including but not limited to:

- Student management processes and record keeping including the student leave process
- Management of the residential Tutors with regard to active duty requirements , handovers and end of duty reports
- Supervision of student organisation, welfare and discipline with fairness, equity and flexibility
- Co-ordination of the boarders orientation programs for all new boarders including managing the boarder pre arrival and departure routines
- Plan and organise wellbeing, recreation and social activities for boarders and staff which promote the aims and philosophy of the school

- Plan programs for and organise students and tutors for prep (study time)
- Manage the weekend tutors to ensure sport and recreation activities and activities organised by students meet School Risk assessment policies and procedures
- Assist with the planning, management and running of student activities and functions including official Boarding House functions, functions organised by students and other events and activities that involve boarding students
- Coordinate staff meetings and professional development opportunities for staff
- Manage staff duty rosters
- Liaise with the School Nurse regarding the health needs of boarders
- Contribute to administrative and operational processes required to achieve the business outcomes required by the school
- Build and sustain positive and productive relationships with staff, students, parents, other members of the school community and service providers
- Regular weekday, weekend and evening duties as per the staffing roster including:
 - i. active overnight duties
 - ii. supervision of boarding students
 - iii. office duties
 - iv. bus driving duties
- Other duties as directed by the Principal

Essential Skills/Experience

- Demonstrate an understanding of adolescent behavior and caring for students' in a residential environment
- Demonstrated sound judgement, tact and discretion
- Proven communication and interpersonal skills
- Demonstrated organisational skills
- Proven experience managing students and programs for adolescences highly desirable
- Working in and managing a team
- Understanding of and commitment to child safety and the protection of children including the ability to maintain a WWVP clearance
- A current drivers license
- Previous experience in a school environment would be highly regarded
- Teaching qualifications would be highly regarded

Willingness to undertake and maintain the following certificates and training:

- Australian Boarding School Standards Duty of Care Certificate
- Youth Mental Health First Aid Certificate
- Senior First Aid Certificate

Personal Attributes

- A warm welcoming and friendly disposition
- The ability to work collaboratively
- Able to easily adapt and adjust to changing situations and information
- Ability to identify issues and recommend solutions / problem solve
- Understanding of confidentiality
- Demonstrated communication and interpersonal skills