



Rockhampton Girls Grammar School

Est 1892

ROLE DESCRIPTION

BOARDING SUPERVISOR

Rockhampton Girls Grammar School is one of the original eight Grammar Schools of Queensland. Opening in 1892, Girls Grammar has served and supported the education of girls and young women for over 130 years.

Rockhampton Girls Grammar School is a learning community founded on a commitment to 'Learning for Life'. Each member of our School family contributes to sustaining an environment in which individuals actively engage in their learning; where School values are embraced; where mutual and self-respect is paramount; where community and global citizenship is fostered and where excellence in every endeavour is sought and celebrated.

OUR CONTRIBUTION TO SOCIETY

At Rockhampton Girls Grammar School, we have an unwavering dedication to educate and nurture influential young women who contribute passionately and confidently to our diverse and ever-changing society.

OUR PURPOSE

Our purpose is to empower and inspire confidence in young women to create and embrace every opportunity.

OUR MISSION

Our mission is to foster a connected community that develops clever and confident young women.

OUR VALUES

Staff and students are expected to display the following behaviours that are at the core of our School:

- **Connection** - We foster meaningful relationships that create a strong, supportive community among students, staff, families, and alumni.
- **Integrity** – We uphold the highest standards of honesty, respect, and accountability, ensuring our actions align with our words.
- **Confidence** – We empower our students to believe in their abilities, embrace challenges, and lead with courage in all aspects of life.
- **Curiosity** - We inspire a lifelong love of learning, encouraging our students to ask questions, explore ideas, and seek solutions.
- **Traditions** – We honour the rich heritage of our school, embracing the values and practices that shape our unique identity.

OUR MOTTO

Non Scholae Sed Vitae - Not only for school but for life we are learning.

THE ROLE

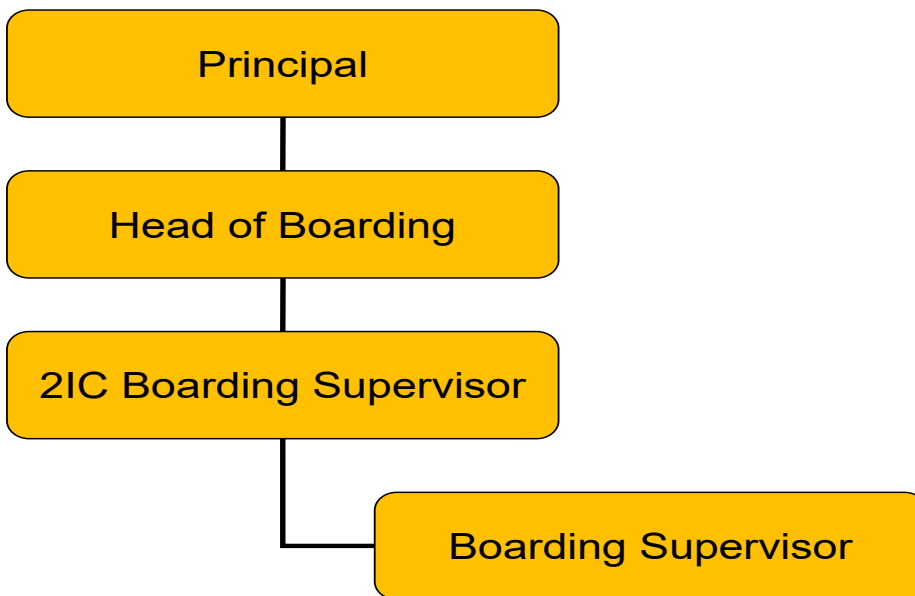
Position Title: Boarding Supervisor
Reports to: Head of Boarding
Classification: Boarding Supervisor – Level dependent on experience
Date Prepared: 22 January 2025

A Boarding Supervisor at Rockhampton Girls Grammar School is expected to be a hardworking, honest and reliable team member with full availability during term time, who is able to work split shifts, overnights and on call shifts. Rosters are completed each term and notice is required for leave.

POSITION OBJECTIVE

Boarding Supervisors employed at Rockhampton Girls Grammar School play an important role in creating a positive, caring and open culture that encourages full participation in study, cocurricular programs within the school and the boarding community. Boarding supervisors are expected to model appropriate behaviours, values and attitudes at all times. They are to provide a homely environment where boarders can grow into responsible and confident young women.

ROLE ACCOUNTABILITY



KEY CHARACTERISTICS

PERSONAL

- Ability to communicate and interact with boarders, staff and parents.
- A demonstrated understanding of adolescent behaviour and caring for students in a residential environment.
- A willingness to implement and uphold the values of Rockhampton Girls Grammar School.
- Ability to motivate and sustain the motivation of others.
- High level of time management and the ability to multitask.
- An appreciation of the particular dynamics surrounding people living and working together.
- Emotional resilience and effective conflict management skills.
- A positive and vibrant person who works well in a team.
- Ability to work independently and stay on task.
- Ability to be flexible and reliable.

RESPONSIBILITIES

- Maintain accurate roll marking and record keeping requirements.
- Always monitor and be responsive to student movements.
- Assist boarders in all facets of school life with compassion and consistency.
- Ensure all new boarders are well supported.
- Provide homework and study support and seek additional assistance for students when necessary.
- Monitor individual health and wellbeing of boarders, collaborating with the Head of Boarding and other key staff to ensure ultimate support for students is provided.
- Maintain an open approach to concerns, ensure that boarders feel they have been heard and that their concerns will be acted upon.
- Monitor, encourage and actively support academic performance, liaising with academic staff.
- Assist with the coordination and organisation of boarder activities.
- Encourage girls to manage their responsibilities, develop life skills and promote individual self-esteem.
- Transport students to appointments as required.
- Apply appropriate levels of confidentiality when interacting with students, parents, staff and members of the community.
- Maintain clear and regular communication between boarding staff members.
- Ensure that Head of Boarding is updated on all boarding matters regarding students, staff, routines etc.
- Encourage and nurture the link between day staff, boarding staff and students.
- Ability to work mornings and evenings during weekdays, weekends, public holidays and overnight stays.

FACILITIES AND RESOURCES

Boarding House Supervisors are accountable for the following:

- Following Boarding House Policies and Procedures.
- Maintaining the physical condition of the Boarding House precinct and its surrounds.
- Completing maintenance requests as required.
- Ensuring that all boarding houses are ready for the return of boarders each term.

OTHER DUTIES

- Attendance at school events such as Speech Night, as requested, to support boarders.
- Attend Professional Development as required.
- Promote the interests of Rockhampton Girls Grammar School.
- Serve the School diligently and faithfully.
- Any other duties as may reasonably be directed by the Head of Boarding.

QUALIFICATIONS/KNOWLEDGE/EXPERIENCE

- Knowledge of caring for students in residential care.
- An understanding or willingness to understand by completing professional development with:
 - the legal requirements involved in residential accommodation or the ability to complete professional development in this area;
 - the Australian Boarding Schools Association 'Duty of Care' guidelines; and
 - appropriate administration of medication requirements.
- Awareness of school structure, rules and procedures of both the day school and boarding house. Where there has been no prior experience, training will be provided.

MANDATORY REQUIREMENTS

The successful application is required to:

- possess a current Blue Card from the Commission for Children and Young People and Child Guardian;
- promote Rockhampton Girls Grammar School inside and outside the school community;
- work harmoniously with other employees with due regard to their rights and employment conditions under the School's enterprise agreement and Fair Work legislation;
- take appropriate care to always represent the School in a professional manner (in appearance, speech, dress, etc.);
- adhere to the School's Child Protection Policies, Staff Code of Conduct, policies and procedures;
- report suspected cases of child abuse in accordance with the School's policies; and
- complete the compulsory compliance training, including Child Protection Training and Anaphylaxis training, as part of your induction within two weeks of commencement and annually thereafter.

WORKPLACE HEALTH AND SAFETY

All Rockhampton Girls Grammar School employees are responsible and accountable for:

- taking reasonable care of your own health and safety;
- taking reasonable care that your acts or omissions do not adversely affect the health and safety of other persons;
- complying with any reasonable instruction to allow compliance with the Workplace Health and Safety Act 2011;
- compliance with workplace policies and procedures for risk identification, risk assessment and risk control;
- cooperating with any reasonable policy or procedure relating to health or safety;
- active participation in activities associated with the management of workplace health and safety;
- identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace; and
- correct utilisation of appropriate personal protective equipment.

APPRAISAL/ REVIEW CONDITIONS

As a member Rockhampton Girls Grammar team, you will be required to participate in regular feedback conversations, and undergo an annual performance appraisal with the Head of Boarding.

ACKNOWLEDGEMENT

This Role Description has been developed to indicate the general nature and level of work performed by employees within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and requirements of employees assigned to the role. This Role Description may be updated from time to time. You will also be required to perform any other duties that the Principal may direct you to perform which could be reasonably considered relevant to the position.

ACCEPTANCE

I, (Print Name) _____, accept the offer of employment on the conditions stated above.

I acknowledge that I have received a copy of the Boarding Supervisor Role Description.

Boarding Supervisor
Rockhampton Girls Grammar School

Date