



Rockhampton Girls Grammar School

Est 1892

POSITION DESCRIPTION

BOARDING HOUSE 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 125 years. The Girls Grammar family experience is dynamic and contemporary, informed by rich traditions and profound values.

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 Vision

Women can achieve anything.

Our Mission

To enable each young woman to know her strengths and to enthusiastically embrace her future.

Position Objective

Boarding Supervisors employed at the Girls Grammar School Rockhampton play an important role in creating a positive, caring and open culture that encourages full participation in study and 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 are able to grow into responsible and confident young women.

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 Girls Grammar
- Ability to motivate and sustain motivation of others
- High level of time management and ability to multitask
- An appreciation of the particular dynamics surrounding people living and working together

STUDENTS

- Foster harmonious community living in a homely environment
- Maintain accurate roll marking and record keeping requirements
- Monitor and be responsive to student movements at all times
- Assist boarders in all facets of school life with compassion and consistency
- Ensure all new boarders are well supported
- Provide homework support and seek additional assistance for students when necessary
- Monitor individual health and wellbeing of boarders, collaborating with the School Nurse and/or Director of Student Wellbeing to ensure ultimate support for students is provided
- Assist in the Care Program, creating a link between boarding and day school objectives
- Maintain an open approach to concerns, ensure that boarders feel they have been heard and that their concerns will be acted upon
- Monitor and encourage academic performance, liaising with academic staff as required
- Assist with the coordination and organisation of boarder activities and home visits
- Encourage girls to manage their responsibilities, develop life skills and promote individual self esteem
- Transport of Students to appointments as required.

STAFF

- 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 and provide support when needed
- Ensure that Director of Boarding is updated on all boarding matters regarding boarders, staff, routines etc.
- Assist in the induction and training of new staff
- Encourage and nurture the link between day staff, boarding staff and students
- Availability to supervise weekdays as well as flexibility to work split shifts, nights, weekends, public holidays and overnight stays

FACILITIES AND RESOURCES

- Frequently review Boarding House Policies and Procedures
- Maintain the physical condition of the Boarding House precinct and its surrounds
- Complete maintenance requests as required
- Ensure that all boarding houses are ready for the return of boarders each term

Other Duties

- Promote Rockhampton Girls Grammar Boarding inside and outside the School community
- Voluntary attendance to major school events such as Girls Grammar Open Day and Speech Night is requested to support those girls which you have responsibility for within your boarding house
- Sleepovers as required

Essential Competencies

- Knowledge of caring for students in residential care
- An understanding of the legal requirements involved in residential accommodation
- A clear understanding of The Australian Boarding Schools Association 'Duty of Care' guidelines
- Awareness of School structure, rules and procedures of both the day School and boarding house

Workplace Health and Safety

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- 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
- Correct utilisation of appropriate personal protective equipment

Mandatory Requirements

You are required to possess a current Blue Card from the Commission for Children and Young People and Child Guardian.

Acknowledgement

This job 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. You will also be required to perform any other duties that the Director of Boarding may direct you to perform which could be reasonably considered relevant to the position.