



## Position Description

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<b>Position:</b>	<b>Boarding House Supervisors</b>
<b>Appointed by:</b>	<b>The Principal</b>
<b>Responsible to:</b>	<b>The Principal The Head of Boarding</b>
<b>Location:</b>	<b>Blackwood House, Sale</b>

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### School Overview

Gippsland Grammar provides an outstanding contemporary, holistic education where our Community has a shared understanding of what we learn, how we learn and who we teach. Our School culture is centred around our core values of Compassion, Leadership, Excellence, Responsibility and Respect and develops people of character who act with integrity and wisdom.

At Gippsland Grammar responsibility for the protection of children is shared because children are safeguarded only when all individuals accept responsibility and work together and play their part in keeping children and young people safe from harm and abuse.

All staff are required to:

- Comply with the School's Student Protection Program (including the Student Protection and Safety Policy, Student Protection Staff Code of Conduct, and Make a Report Procedure), as well as their legal and professional obligations with respect to the prevention and reporting of actual or suspected child abuse and reportable conduct.
- It is each such staff member's individual responsibility to be aware of key risk indicators of child abuse or reportable conduct, to be observant, and to raise any concerns they may have with one of the Principal, the Executive Leadership Team, the School's Student Protection Officers (and/or with external agencies, where required). In this regard, staff are encouraged to voice their concerns, no matter how minor, trivial or insignificant.
- All contractors and volunteers involved in student-connected work are required to adhere to the School's Student Protection and Safety Policy and Student Protection Staff Code of Conduct and are responsible for contributing to the safety and wellbeing of students in the school environment. They too have obligations with respect to the reporting of actual or suspected child abuse or reportable conduct allegations.

Again, it is the School's expectation that contractors and volunteers are attuned to their individual responsibilities and act in accordance with their internal and external reporting obligations, and the School's policies and procedures (including the Student Protection Program).

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## Context:

Blackwood House is a co-educational school boarding house for students aged 12-18. The Boarding House is run in the style of an extended family where the individual needs of each boarder can be met within the context of a community, based on the values and ethos of the School.

Supervisors are members of a team lead by the Head of Boarding who carry out their duties and responsibilities in a spirit of co-operation and mutual support. They are directly responsible for the organisation of Blackwood House, and the care and supervision of boarders in accordance with the values, policies and procedures of the School.

Whilst on duty a private bedroom, with en-suite, as well as all meals is provided.

## Position Overview

### Requirements, Duties and Responsibilities:

#### 1 Professional Responsibilities

- (a) Work collaboratively as a member of the boarding team to ensure best possible outcomes for students/staff/school.
- (b) Actively engage in professional development activities and contribute to improved professional skills, pastoral skills and knowledge.
- (c) Actively engage in Team and Staff meetings.
- (d) Adhere to and abide by the expectations set out in the School's policies and procedures, including Gippsland Grammar's Guidelines for Professional Behaviour.
- (e) Compliance with the School's OHS requirements and other requirements (including in respect to anti-discrimination), as mandated by legislation.

#### 2 Child Safety

Staff are responsible for supporting the safety and wellbeing of the School's students as follows:

- a. Behave as a positive role model to students, including through words, conduct and actions.
- b. Actively promote the safety, welfare and wellbeing of students.

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- c. Provide a learning experience which is consistent with the School's and relevant professional or occupational codes of conduct, which supports students to achieve their personal best, and takes into account individual learning and behavioural needs.
- d. Act consistently (both in person and in the online environment) with the School's student safety and wellbeing strategies.
- e. Be vigilant and proactive with regard to student safety and child protection concerns, and take all reasonable steps to protect students from such harm (examples of which include, but are not limited to bullying, discrimination, grooming, harassment, neglect, sexual misconduct, sexual offences, physical violence, reportable conduct and victimisation).
- f. Encourage and support students who raise safety concerns (including about actual and suspected child abuse or reportable conduct).
- g. Provide age-appropriate supervision for students.
- h. Comply with any directions, guidelines, policies, procedures and rules promoted by the School with respect to student safety.
- i. Knowledge understanding and adherence to all School and staff obligations regarding student safety, including Ministerial Order 1359 – Child Safe Obligations other child safe requirements mandated by legislation (as amended from time to time).
- j. Commitment to providing a child safe environment and child safe conduct in all aspects of employment at the School.
- k. Comply with all aspects of the School's Child Protection Program, including the School's Child Safe Policy Statement and Child Safety Staff Code of Conduct.
- l. Willingness, understanding and ability to report student safety concerns in line with the School's policies (such as the Make a Report Procedure) and applicable mandatory reporting requirements.
- m. Complete annual training in Child Safety as required.

### 3 **Pastoral**

- (a) This position includes duties associated with a support staff role, including demonstrated empathy and skills in providing pastoral support to students within the pastoral care framework.

### 4 **Supervision of Boarders**

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- (a) Morning routine and preparation for school
- (b) Boarders during meal times
- (c) Boarders at prep
- (d) Meal times, clean up and dishes
- (e) Bedtimes
- (f) Boarders in general areas and corridors
- (g) Activities

**5. Safety and Security**

- (a) Participate in emergency evacuation drills
- (b) Supervise emergency evacuations
- (c) Evaluate each emergency evacuation
- (d) Secure/unlock gates, external doors, designated internal doors
- (e) Arm/disarm alarms
- (f) Secure boarders' valuables and cash in office
- (g) Supervise and monitor visitors
- (h) Identify & report OHS Hazards
- (i) Report all accidents/OHS incidents
- (j) Notify Property Manager of maintenance requirements
- (k) Plan, organise and provide transport for boarders

**6 Laundry**

- (a) Plan and monitor personal laundry roster for boarders
- (b) Assist boarders in learning how to do personal washing
- (c) Sort and store laundry as required

**7 Medical, Health & Welfare**

- (a) Provide medical, health and welfare support to all boarders in accordance with the School's policies and procedures
- (b) Accompany students to hospital and health care visits as required
- (c) Monitor the health and wellbeing of students and report any concerns to the Head of Boarding (or other applicable staff)
- (d) Promote healthy living skills
- (e) Administer First Aid as appropriate
- (f) Dispense prescription medication as required
- (g) Log all first aid & medication taken
- (h) Check & refill First Aid Kits
- (i) Make appointments for medical, dental and allied health
- (j) Notify parents and school as appropriate
- (k) Notify catering staff of special dietary requirements
- (l) Monitor meals and food intake of boarders
- (m) Notify Head of Boarding of any concerns
- (n) Monitor boarders' personal hygiene

**8 Activities**

- (a) Organise after school and after dinner activities

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- (b) Assist boarders in organised community sports and activities
- (c) Plan & organise weekend activities and outings for boarders
- (d) Encourage physical exercise and activities
- (e) Assist with transportation in Boarding Bus as required

## 9 **Administration**

- (a) Register and confirm Weekend and Irregular leave arrangements
- (b) Sign boarders in and out from Boarding House
- (c) Notify kitchen of meal numbers and late dinners
- (d) Notify kitchen of packed lunch requirements
- (e) Fill out daily shift report
- (f) Check for birthdays and liaise with kitchen.
- (g) Filing duties as needed.
- (h) Complete administrative and operational tasks within the Boarding House, such as security checks (including alarming the doors at night)

### Statement of Commitment to Child Safety

Creating and maintaining a student safe culture requires input from the entire School community. Our aim, is to provide a safe environment that aligns with the core values of academic care at Gippsland Grammar; compassion, leadership, excellence, respect and responsibility.

To achieve this, we promote a model of education where students are understood not just as learners, but as an integral part of the School and broader community. As such, we value wellbeing and resilience, celebrate diversity, and embrace a growth mindset, through classroom experiences, and in our approach to academic care, practices policies and procedures.

The commitments, values and principles which guide the School are further outlined in the School's Child Protection and Safety Policy (a copy of which is available on the School's website).

*If applying for a position, please note that Gippsland Grammar is a child safe environment. Every child has a right to be safe, and at the School, we take a zero-tolerance approach to any behaviours that jeopardise student safety (including child abuse and reportable conduct).*

*As such, preferred applicants will be subject to child protection screening, background and reference checks, verification of identity checks and must adhere to the School's child safe practices, as outlined in the Child Protection Program policies on the School's website.*

### Key Selection Criteria

#### Qualifications

- (a) Current and valid employee level Working with Children Check (**WWCC**).
- (b) Evidence of completed First Aid Training – Apply First Aid HLTAID003 or higher level (or willingness to obtain).

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- (c) Evidence of completion of Anaphylaxis Management Training (ASCIA eLearning VIC, 22300VIC or 10710NAT) and CPR qualifications (as approved by a Registered Training Organisation) (or willingness to obtain)

#### 1.1. Essential Criteria

- (d) Satisfactory National Police Check.
- (e) Valid Australian Driver's licence (being at least a probationary licence).
- (f) Exhibit personal behaviour reflective of the Anglican ethos of the School, and which aligns with the School's Vision, Mission and Values.

#### Desirable Criteria

- (g) Experience in working with young people and in a School setting is highly desirable.
- (h) Ability to work well under pressure.
- (i) Demonstrated strong interpersonal and communication skills.
- (j) Genuine interest in working with young people and learning about their education and development.

*This Position Description is a guide only, and is not intended to be an exhaustive or exclusive list of duties for this position.*

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