

Position Description

Boarding House Supervisor

OMNIA SUPERAT DILIGENTIA
DILIGENCE OVERCOMES ALL
OUR SCHOOL MOTTO SINCE 1892

Ipswich Girls' Grammar School including Ipswich Junior Grammar School offers high quality, non-denominational education for girls only from Years 7 to 12, with boarding available from Year 5, and coeducation from Kindergarten to Year 6.

Our Vision

Ipswich Girls' and Junior Grammar School's vision is to be the destination school where globally conscious students lead with grit and grace.

Our Purpose

Opening doors for a brilliant future.

Our Goals

World Ready: We co-create global learning adventures with our students so that they love to learn for life, and lead with grit and grace.

Future Focused: We nurture an adaptive, collaborative workforce that advances the staff community and the educational experience they deliver.

True Belonging: We share and celebrate our heritage, diversity, and inclusivity to strengthen our connections and community.

Destination School: We leverage our unique place and space as a premier destination for learning and work.

New Momentum: We continue our legacy by making smart, resilient investments in our future.

Our Values

- **Diligence** - Digging deep and using grit to get the job done.
- **Excellence** - Committing to be brilliant together.
- **Respect** - Valuing diversity and embracing the uniqueness of everyone.
- **Integrity** - Finding the courage to do what is right.
- **Care** - Showing kindness, compassion and grace for people and place.

Location

Address:	82 Chermside Road EAST IPSWICH QLD 4305
Telephone:	+61 7 3454 4447
Facsimile:	+61 7 3454 4480
Email:	principal@iggs.qld.edu.au
Website:	http://www.iggs.qld.edu.au

THE ROLE	
Position Title:	Boarding House Supervisor
Incumbent:	
Department:	Boarding
Reports to:	Head of Boarding
Location:	Cribb House
Classification:	Ipswich Girls' Grammar School Including Ipswich Junior Grammar School Enterprise Agreement 2021- Boarding Supervisor Level 2
Hours:	Casual as required to support roster

Your Opportunity

Boarding House Supervisors are an integral member of the boarding team and works closely with the students, families, and staff of the School to provide an outstanding educational and living experience for Boarding House students. A Boarding House Supervisor is responsible for working individually and with groups of students responsible directly to the Head of Boarding.

As a Boarding House Supervisor, you will:

- Maintain the standard of excellence required by the School's reputation and uphold the philosophy of the School
- Promote the interests of Ipswich Girls' Grammar School including Ipswich Junior Grammar School in the school and wider communities
- Attend staff development and training programs when and if appropriate.
- Comply with work health and safety responsibilities detailed in the safety management system and comply with the School's Staff Code of Conduct.

Typical Duties/Skills

As a Boarding House Supervisor, you will actively contribute to the care and wellbeing of boarding students and provide an inclusive residential experience for students. Key accountabilities including:

- Positive Boarding Culture
- Pastoral Care and Student Wellbeing
- Administration and Records Management

Your Role

Positive Boarding Culture

- Maintain a high level of effective supervision so that boarders are aware of an active presence during your period of duty.
- Promote a trusting, supportive family-like environment - to develop tolerance, understanding and resilience amongst boarders.
- Provide clear direction to boarding students regarding expected behaviours and conduct and take reasonable actions to ensure compliance.
- Register all interactions with Boarding using the REACH system and escalate any serious concerns to the Head of Boarding or on-call Manager.
- Ensure all Boarding students follow correct leave procedures and other House policy and procedures.
- Supervise all Boarding House routines including supervision of evening meals, independent study periods, weekend activities, bedtime processes, etc.
- Conduct inspections and safety checks of the private rooms within the Boarding House and, where required, boarders' personal property and lockers.
- Identify and record any maintenance or student risks and enter into REACH for management.

Pastoral Care and Student Wellbeing

- Actively monitor, engage and supervise students' interactions, welfare and behaviours whilst in the House or when undertaking activities outside of the School environment.
- Assist in creating a culture that is welcoming and supportive, whereby all boarders feel respected and safe and comfortable to be a member of the boarding community.
- Escalate student behaviour management concerns/actions to Head of Boarding or on-call Manager.
- Develop an understanding of all boarders' health and wellbeing needs and take a proactive approach to working with boarders to develop and foster a healthy lifestyle balance.
- Support student domestic activities to ensure tasks are actioned daily (e.g., making beds, washing clothes, etc).
- Monitor student hygiene and personal living activities, conducting regular hygiene checks. (E.g., adequate toiletries and regular showering) to ensure a healthy living environment.
- Action activity plan as required; prepare afternoon tea and suppers daily; and pick up late meals as required.
- Provide First Aide as required or escalate to School Nurse (weekdays) or on-call manager outside of School hours.

Administration and Records Management

- Ensure all incidents are recorded in REACH and reported following appropriate House policy and practices.
- Undertake regular meetings with boarders and attend any relevant staff meetings as required.
- Maintain Cribb House record keeping within REACH, including but not limited to:
 - Complete duty reports at the end of each shift
 - 2 hourly roll calls
 - Processing all student leave in and out of the House
 - Student medication requirements
 - Confidential Pastoral Care notes
 - Regularly check the physical environment in the House and lodge concerns for action
- Respond promptly to all emails from school staff concerning boarding students and escalate where required.
- Review duty reports and risk assessment registers prior to each shift.
- Answer calls promptly and enter details into duty reports as required.
- Participate in professional development sessions, including internal training, ABSA and REACH focused training and development.
- Administration as required or requested by Head of Boarding.

Occupational Health and Safety

All staff members employed at the School will be required to:

- Demonstrate in daily activities a commitment to health and safety in the workplace by always performing tasks in the safest possible manner - safe for the individual, co-worker, and students.
- Always ensure that you work in compliance with all laws, acts, regulations and policies outlined in all policies, manuals and handbooks, as updated from time to time.
- Can sit and stand for long periods of time as well as the physical movements associated with the role, and other related duties.
- Report all hazards and incidents that the individual is party to, or observes, in the correct manner
- When required or directed by the School, participate in any health and safety training.

Competency Required

- Knowledge, qualifications and/or demonstrated experience in a role that the School deems are necessary to successfully carry out the duties of the position.
- A commitment to the education of Year 7 - 12 girls and an ability to create a positive educational and home setting for students.
- Proven high levels of communication and interpersonal skills with the ability to establish and appropriate social rapport with boarders.
- Ability to foster the support and cooperation of a wide range of people.
- Manage conflict and deliver appropriate advice and reports re: duty of care.
- Strong skills in organisation and management of task with sound to medium level skills in computer applications and programs.
- Ability to supervise and manage the performance of a diverse range of students.
- A motivated team player with initiative and inclusive of others.
- Be the holder of, or obtain, a Working with Children Suitability Card (Blue Card)

Formal Qualifications

Desirable

- Degree or Certificate IV in an area relevant to this role (e.g., psychology, social work, counselling or residential care) is highly desirable.
- Senior First Aid and Defibrillation (CPR)
- ABSA Duty of Care - Certificate Course in Student Residential Care

Selection Criteria

Within the context of the duties described above, the ideal applicant will be someone who has:

1. A keen interest and experience in working closely with adolescent girls.
2. A very clear understanding of the duty of care that boarding staff have for the students.
3. The ability to communicate effectively with other boarding staff, boarders, parents, the school nurses, dining room and cleaning staff, teaching staff and Senior Administrators.
4. The ability to work as part of a team and to apply consistent rules and standards of behaviour.
5. The ability to deal with any problems quietly and calmly and, if possible, to involve the student in solving the problem.
6. A willingness to spend time in the wings (dormitories), being around and being seen to have a genuine interest in the lives of boarders.
7. Very good general organisational skills (particularly in terms of record-keeping) and sound to medium level word-processing and email skills.

Blue Card

Applicants must be the holder of a Working with Children Suitability Card (Blue Card). Blue Card Services have introduced a 'No Card, No Start' policy which means all employees must hold a current, valid paid employee Blue Card prior to commencing work. **You must not sign an application form if you are a disqualified person.** Further information and relevant application forms are available on the Blue Card Services website www.qld.gov.au/bluecard.

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other work tasks, not specifically stated, that match with the skills required for the role. The Executive may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the School.

Authorisation

I hereby agree that this Position Description accurately reflects my work requirements.

Employee

Name

Signature

Date

People & Culture Manager

Name

Signature

Date