

## Boarding Supervisor – Position Description

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Boarding Supervisors support the school in meeting its responsibilities of Duty of Care.

Boarding Supervisors are expected to support and uphold the aims and policies of Woodford House through example, attitude and a genuine interest in its activities.

Boarding Supervisors report to the Boarding Duty Manager. Boarding Supervisors work as part of a team led by the Director of Boarding-Operations and act as a caregiver in their Boarding House.

Boarding Supervisors contribute to the life of the Boarding School and are expected to be strong role models with whom the girls can relate in a positive way.

The encouragement of a positive and caring attitude is reflected through:

- respect, courtesy and consideration for others
- appropriate student behaviour in the House
- tidiness and pride in surroundings

Boarding Supervisors should:

- have effective communication, listening and organisation skills;
- have a good understanding and tolerance of teenagers;
- be presentable and have an approachable manner;
- be a representative of the school to parents and the community;
- maintain confidentiality in all matters relating to the school
- be in good health and stamina and have demonstrated the ability to stand stress;
- be able to work as a member of a team;
- support the Senior Leadership Team at all times, and
- adhere to school guidelines and policies for the appropriate management of student care, behaviour and property, at all times.

Boarding Supervisors are available to the girls at all times and hence, are residents in the House or present in the school dining room, when on duty.

The Individual Employment Agreements with Boarding Supervisors provide for days off to be negotiated annually, in advance with Boarding Supervisors and whilst we always endeavour to meet individual's preferences, these cannot always be satisfied.

Boarding Supervisors are not assigned specifically to a House or to working with particular year levels. While there is no choice for individual staff in this matter, the school will, wherever possible, endeavour to maintain stability for the girls and to consider staff requests. If staff are required to move Houses in order to meet the year's needs, no less than one week's notification will be given. Every effort will be made, however, to communicate these needs in late December. If circumstances, such as a decreased roll or staff resignation, change between then and the commencement of Term 1, Boarding Supervisors will be contacted expediently.

Boarding Supervisors are required:

- to be responsible for the day to day running of the House and school dining room according to the school's schedule;
- to consult with, to keep informed and to apply the directions of the Director of Boarding-Operations;
- to be available to the girls at all times, taking care of their general well being, helping to develop and maintain a good standard of discipline;
- to foster a safe physical and emotional environment for the girls in their care;
- to foster trust, respect and caring attitudes to enable girls to become independent and responsible thus helping them to cope with school life and their future;
- to liaise with parents, staff and girls and to be accountable for the girls at all times;
- to maintain accurate records; and
- to report on the conduct of the House to incoming staff at each change of duty.

### **Hours of Work**

As agreed by both parties upon employment.

Boarding Supervisors are required to be available for meetings and preparation of Houses for up to one day, as nominated by the Director of Boarding-Operations, before the beginning of each term.

When on duty, Boarding Supervisors are required to attend House Staff meetings including the daily briefing.

<b>KEY TASKS</b>	<b>EXPECTED OUTCOMES</b>
<b>1. Students Needs and Management</b>	
1.1 Develop a positive, supportive House culture.	<ul style="list-style-type: none"> <li>• A feeling of homeliness, friendship and a sense of belonging in the House are established and maintained.</li> <li>• Girls and Boarding Supervisors demonstrate respect, courtesy and consideration for others.</li> </ul>
1.2 Be available to the girls if they wish to talk.	<ul style="list-style-type: none"> <li>• Girls must feel that they have someone who will listen to them. Confidentiality is maintained unless a girl's safety is at risk whereupon the Director of Boarding-Pastoral must be informed immediately.</li> </ul>
1.3 Students are supported.	<ul style="list-style-type: none"> <li>• Girls are aware of pastoral support available to them.</li> <li>• Recognition of the varying needs of girls at different stages of adolescence is evident.</li> </ul>
1.4 Adequate discipline is kept within the house, manners are encouraged and respect within the house engendered.	<ul style="list-style-type: none"> <li>• Discipline is fair and consistent and girls respect all others around them and their surroundings.</li> </ul>
1.5 Support the school's systems for managing student behaviour.	<ul style="list-style-type: none"> <li>• Discipline is fair, consistent and transparent.</li> </ul>
1.6 Girls are checked leaving from and returning to the House on town and weekend leave, and bike rides.	<ul style="list-style-type: none"> <li>• Policies and procedures followed. Girls' whereabouts are known and destinations. Correct clothing/uniform are worn at all times.</li> </ul>
1.7 Regular uniform checks are carried out. Repairs are supervised if necessary.	<ul style="list-style-type: none"> <li>• Girls wear correct uniform, which is in good condition, clean and tidy.</li> </ul>
1.8 All garments are checked for names and each term a girls' clothing list as appropriate eg winter or summer is checked.	<ul style="list-style-type: none"> <li>• At the beginning of each term, all girls' clothes have been checked. Naming, where necessary has been supervised. Parents have been advised of any shortcomings and a record kept.</li> </ul>
1.9 Rooms are checked before girls go to school.	<ul style="list-style-type: none"> <li>• All rooms are tidy, waste bins emptied, radios and lights off during the school day.</li> </ul>
1.10 Messages are taken for girls.	<ul style="list-style-type: none"> <li>• All messages are received by girls.</li> </ul>

1.11 Prep is supervised.	<ul style="list-style-type: none"> <li>• Active supervision is carried out. Whereabouts of girls is known. Unoccupied rooms have lights out and radios off.</li> </ul>
1.12 House meetings are attended.	<ul style="list-style-type: none"> <li>• Girls are well informed of what is happening and what is expected of them. A sense of community is engendered.</li> </ul>
1.13 No energy drinks nor inflammable materials eg nail polish, candles, matches, aerosol, spray deodorants or lighters are in rooms.	<ul style="list-style-type: none"> <li>• Any such materials are removed with the girls' knowledge. (A room search will be carried out by Director of Boarding-Operations, Deputy Principal- Student Wellbeing or Principal if deemed necessary).</li> </ul>
1.14 Music in rooms is not heard in the corridors.	<ul style="list-style-type: none"> <li>• Noise levels are monitored.</li> </ul>
1.15 Roll taken in the morning as girls are woken, roll taken in the afternoon, dinner and Prep check. Sign out sheets monitored.	<ul style="list-style-type: none"> <li>• Girls are accounted for and safe</li> </ul>
1.16 All girls are in own rooms and lights out times are maintained.	<ul style="list-style-type: none"> <li>• Girls are settled at lights out time.</li> </ul>
1.17 Random bed checks are done after lights out.	<ul style="list-style-type: none"> <li>• Girls remain at school at night.</li> </ul>
1.18 Servery, dinner, and laundry collection are supervised as required.	<ul style="list-style-type: none"> <li>• These duties are carried out by fair delegation.</li> </ul>
1.19 Dining room supervision as directed by the Boarding Manager.	<ul style="list-style-type: none"> <li>• Student behaviour is appropriate to context.</li> </ul>
1.20 Be involved with weekend activities and supervise girls as required.	<ul style="list-style-type: none"> <li>• Girls are kept active and activities are well supervised during the weekends.</li> </ul>
1.21 Be aware of day girls assigned to House and that they feel welcome and abide by House rules when at school. 1.22 Daily reports are written.	<ul style="list-style-type: none"> <li>• The Director of Boarding-Operations is well informed about student welfare, health and safety.</li> </ul>
1.23 Reports on girls are written when appropriate.	<ul style="list-style-type: none"> <li>• Parents receive an informative report on their daughter within the House; each report includes a positive comment and a suggestion for improvement.</li> </ul>

<p>1.24 Liaise with parents concerning the welfare of their daughter.</p> <p>1.25 Via the Daily Report, liaise with House Deans, and assist with problems arising such as moods, tiredness, overload of study, lack of organisation and upsets which may affect their classroom/house behaviour.</p> <p>1.26 Assist the Director of Boarding-Operations during medical or any other emergencies.</p>	<ul style="list-style-type: none"> <li>• A feeling of homeliness, support and care is created.</li> </ul>
<b>2. House Management</b>	
<p>2.1 All rooms are ready prior to the day the girls return from holiday.</p>	<ul style="list-style-type: none"> <li>• Beds are made, rooms aired, windows checked for mould, cleanliness check of rooms completed.</li> </ul>
<p>2.2 Ensure the House environment and property is respected and monitored</p>	<ul style="list-style-type: none"> <li>• There is proactive identification of maintenance and cleaning needs.</li> <li>• Deliberate damage is reported.</li> </ul>
<p>2.2 Finalise emergency plans.</p>	<ul style="list-style-type: none"> <li>• Plans are displayed in house and lodged with the Director of Boarding-Operations before term begins.</li> </ul>
<p>2.3 Accurate leave, prep books are kept. Procedure in place for girls to see staff before leaving the house.</p>	<ul style="list-style-type: none"> <li>• Staff must always know where girls are. Weekly collation of reasons for girls not in house for prep. Girls obey the leave rules.</li> </ul>
<p>2.4 Laundry is ready for weekly despatch.</p>	<ul style="list-style-type: none"> <li>• Accurate records of laundry are kept.</li> </ul>
<p>2.5 Suitcases are stored securely.</p>	<ul style="list-style-type: none"> <li>• No items are lost from storage.</li> </ul>
<p>2.6 House is clean and secure at holidays.</p> <p>2.7 Complete beginning and end of term room inspections.</p>	<ul style="list-style-type: none"> <li>• House clean and tidy (including locker rooms), windows closed, power points, taps and heaters off. All areas locked. Towels taken to laundry, linen bags out for collection. Fridges defrosted and cleaned, coffee rooms cleaned.</li> </ul>
<p>2.8 Notice boards are kept up to date.</p>	<ul style="list-style-type: none"> <li>• Girls are well informed of what is happening and what is expected of them.</li> </ul>
<p>2.9 Attend to the presentation of public areas of the House.</p>	<ul style="list-style-type: none"> <li>• A sense of pride in the House is evident.</li> </ul>
<p>2.10 Ensure that the House office is secure.</p> <p>2.11 Lock each House before leaving the premises each morning.</p>	<ul style="list-style-type: none"> <li>• The House is secure.</li> </ul>
<p>2.12 Ensure that all appointments, accidents and disciplinary matters are recorded.</p>	<ul style="list-style-type: none"> <li>• Accurate records are maintained.</li> </ul>

2.13 Full time staff are on duty all day on the first and final day of each term.	<ul style="list-style-type: none"> <li>• Continuity of House management is provided for students and parents.</li> </ul>
<b>3. Professional Development</b>	
3.1 Professional development opportunities are sought out.	<ul style="list-style-type: none"> <li>• Duty of Care, First Aid and Information Technology courses are completed.</li> </ul>
3.2 Participate in annual appraisal process.	<ul style="list-style-type: none"> <li>• Appraisals are commenced within three months of beginning employment and completed in a reasonable time thereafter (within 12 months).</li> </ul>
3.3 Assist the Director of Boarding-Operations with development of policies for the approval of the Principal and Board for the improved management and operation of the Houses.	<ul style="list-style-type: none"> <li>• Appropriate policies are in place to ensure optimum management and operation of the Houses.</li> </ul>
<b>4. General</b>	
4.1 Be supportive of and seek to enhance the traditions and Special Character of Woodford House. 4.2 When possible attend assemblies and Chapel Services.	<ul style="list-style-type: none"> <li>• Staff and girls can see our Special Character being maintained and fostered.</li> </ul>
4.2 Complete additional duties as requested by the Principal.	<ul style="list-style-type: none"> <li>• The Principal is well supported in her role.</li> </ul>

## Boarding Supervisor Daily Routine

### Monday to Friday

7.00am

- Wake girls as required.

7.15am

- Supervise meal attendance and behaviour in the dining hall.

7.45am

- Report any absences to the Director of Boarding-Operations or Duty Manager.

7.45am

- Return to the House.

8.00 am

- Check rooms daily for tidiness, cleanliness and lights and radios turned off. Check all areas of the House are tidy at all times.
- Check uniforms and ensure girls are prepared for school.
- Attend to linen changing and account for linen being dispatched to the laundry company.

8.15am

- Check everyone has left for school. Secure the House.

8.30am

- From time to time, a 30 minute House Staff meeting is scheduled. Alternatively Boarding Supervisors are free to leave the campus and must return again at 3.00pm for the daily briefing.

3.00pm

- Unlock the House. Attend Boarding briefing, sort mail, collect any house food orders from Kitchen

3.20pm

- Be available for the girls. Be responsible for knowing girls' movements in the afternoon.
- Check girls in and out for town leave, bike rides and walks.
- Liaise with Boarding Duty Manager as to when and where girls are to be at co-curricular activities.
- Meet hosts and check out by issuing leave pass and back girls going on exeat, overnight and double overnight leaves.
- Be available for telephone calls from parents and liaise with girls when necessary.

5.30pm

- Supervision of dining hall and Houses and eating the evening meal as per daily roster. Check attendance.

Once per week:

- Take or supervise House meetings.

6.25pm

- All rostered duties completed; all Boarding Supervisors return to their House.

6.30pm - 11.00pm

- Make regular checks on girls during prep and maintain their silence.
- Check all girls have returned to House at appropriate times after prep.
- Check the girls are in bed with lights out at appropriate times.
- Occasionally do random checks at night to ensure all are still in bed.
- Be available to check girls in from socials and evening outings, balls and so on.
- Prepare daily handover notes for Director of Boarding-Operations or Duty Manager.
- Complete administrative tasks.

*Complete additional duties as requested by the Director of Boarding-Operations.*

## **Weekends**

Achieve a balance with all responsibilities; the Director of Boarding-Operations or Duty Manager will outline the specific schedule depending on staff and student needs.

*Complete additional duties as requested by the Director of Boarding-Operations.*