

Boarding Supervisor – Position Description

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

Day 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; and
- support the Senior Leadership Team 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.

As per your IEA, the following applies:

- You will be paid for the hours that you work, including whilst you are sleeping but on call. A timesheet must be completed at the end of every week, being midnight on a Sunday. The timesheet must be presented to the Director of Boarding – Operations by 9am on a Monday morning.
- If there are insufficient boarders to open the Boarding House to which you are responsible then there will be no work for you.
- School holidays are days (or part thereof) when you are not required for work and are unpaid.
- Exeat days are day (or part thereof) when you are not required for work and are unpaid.
- Holidays during the term are to be negotiated, in advance with the Director of Boarding – Operations and whilst we always endeavour to meet individual's preferences, these cannot always be satisfied.

Boarding Supervisors are not always assigned to the same house or year levels, the school will, wherever possible, endeavour to maintain stability for the girls and consider staff requests. Boarding House supervision will be at the discretion of the Director of Boarding – Operations with the aim to primarily best suit the girls’ needs. 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 to communicate the following year’s supervisory roles 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;
- to report on the conduct of the House to incoming staff at each change of duty; and
- where applicable, ensure adequate briefing takes place with the other Boarding Supervisors period to handover.

Hours of Work

Midweek:

6.45am – 8.30am (awake duty)
3.00pm- 11pm (awake duty)
2.30pm – 11pm Wednesday (awake duty)
11pm – 6.45am (asleep on call)

Weekends:

6.45am – 11pm (awake duty)
11pm-6.45am (asleep on call)

Unless specified in rosters, Boarding Supervisors are not on duty between 8.30am and 3.00pm on week days. 2.30pm on a Wednesday with the early finish to the school day.

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 2.45pm.

KEY TASKS	EXPECTED OUTCOMES
1. Students Needs and Management	
1.1 Develop a positive, supportive House culture.	<ul style="list-style-type: none"> • A feeling of homeliness, friendship and a sense of belonging in the House are established and maintained. • Girls and Boarding Supervisors demonstrate respect, courtesy and consideration for others.
1.2 Be available to the girls if they wish to talk.	<ul style="list-style-type: none"> • 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.
1.3 Students are supported.	<ul style="list-style-type: none"> • Girls are aware of pastoral support available to them. • Recognition of the varying needs of girls at different stages of adolescence is evident.
1.4 Adequate discipline is kept within the house, manners are encouraged and respect within the house engendered.	<ul style="list-style-type: none"> • Consequences are fair and consistent and girls respect all others around them and their surroundings.
1.5 Support the school's systems for managing student behaviour.	<ul style="list-style-type: none"> • Consequences are fair, consistent and transparent.
1.6 Girls are checked leaving from and returning to the House on town and weekend leave, and any other leave or activities.	<ul style="list-style-type: none"> • Policies and procedures followed. Girls' whereabouts and destinations are known. Correct clothing/uniform are worn at all times.
1.7 Regular uniform checks are carried out. Repairs are supported if necessary.	<ul style="list-style-type: none"> • Girls wear correct uniform, which is in good condition, clean and tidy.
1.8 Identify students whose garments are not named and ensure compliance.	<ul style="list-style-type: none"> • Parents have been advised of any shortcomings.
1.9 Rooms are checked before girls go to school.	<ul style="list-style-type: none"> • All rooms are tidy, waste bins emptied, radios and lights off during the school day. Windows shut on the ground floors.
1.10 Messages are taken for girls.	<ul style="list-style-type: none"> • All messages are received by girls.
1.11 Prep is supervised with in house or classrooms. Rolls taken on Boardingware.	<ul style="list-style-type: none"> • Active supervision is carried out. Whereabouts of girls is known. Rolls taken. Unoccupied rooms have lights out and radios off.

1.12 House meetings are attended.	<ul style="list-style-type: none"> Girls are well informed of what is happening and what is expected of them. A sense of community is engendered.
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"> Any such materials are removed with the girls' knowledge. (A room search will be carried out by Director of Boarding-Operations, Director of Boarding – Pastoral, Deputy Principal- Student Wellbeing or Principal if deemed necessary).
1.14 Music in rooms is not heard in the corridors.	<ul style="list-style-type: none"> Noise levels are monitored.
1.15 Roll taken in the morning as girls are woken, roll taken in the afternoon, dinner and Prep check. Carried out on Boardingware.	<ul style="list-style-type: none"> Girls are accounted for and safe Absence form is completed each morning for day school and Health Centre.
1.16 All girls are in own rooms and lights out times are maintained.	<ul style="list-style-type: none"> Girls are settled at lights out time.
1.17 Random bed checks are done after lights out.	<ul style="list-style-type: none"> Girls remain at school at night.
1.18 Servery, dinner, and laundry collection are supervised as required.	<ul style="list-style-type: none"> These duties are carried out by fair delegation.
1.19 Dining room supervision as directed by the Directors of Boarding.	<ul style="list-style-type: none"> Student behaviour is appropriate to context.
1.20 Be involved with weekend activities and supervise girls as required.	<ul style="list-style-type: none"> Girls are kept active and activities are well supervised during the weekends.
1.21 Be aware of day girls assigned to House and that they feel welcome and abide by House rules when at school.	<ul style="list-style-type: none"> The Directors of Boarding are well informed about student welfare, and health and safety.
1.22 Daily reports are written in Boardingware.	<ul style="list-style-type: none"> Boardingware and diaries provide pastoral information to best support the girls, especially in the case of staff handover.
1.23 Reports on girls are written when appropriate.	<ul style="list-style-type: none"> Parents receive an informative report on their daughter within the House; each report includes a positive comment and a suggestion for improvement. Regularly update the diaries and Boardingware.

<p>1.24 Liaise with parents concerning the welfare of their daughter.</p> <p>1.25 Via Boardingware and Diaries, liaise with the other Boarding Supervisors. Director of Boarding – Pastoral to pass pastoral info to Year 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 Report on medical concerns and administer health care as a parent/guardian would.</p> <p>1.27 Assist the Directors of Boarding during medical or any other emergencies.</p>	<ul style="list-style-type: none"> • A feeling of homeliness, support and care is created. • Completing the Health spreadsheet for the Nurse. • Order medical supplies as needed. • Administer prescribed medical when required documenting this and any other treatment on our boarding medical document.
2. House Management	
<p>2.1 All rooms are ready prior to the day the girls return from holiday.</p>	<ul style="list-style-type: none"> • Beds are made, rooms aired, windows checked for mould, cleanliness check of rooms completed.
<p>2.2 Ensure the House environment and property is respected and monitored</p>	<ul style="list-style-type: none"> • There is proactive identification of maintenance and cleaning needs. • Deliberate damage is reported. Girls are then charged.
<p>2.2 Finalise emergency plans (including lock down) and sign of Health and Safety Hazard identification.</p>	<ul style="list-style-type: none"> • Floor plans are displayed in house and lodged with the Director of Boarding-Operations before term begins. Students sign off H&S Register.
<p>2.3 Accurate leave, and procedures adhered to. Procedure in place for girls to see staff before leaving the house.</p>	<ul style="list-style-type: none"> • Staff must always know where girls are. Weekly collation of reasons for girls not in house for prep. Girls adhere to all leave expectations.
<p>2.4 Laundry is ready for weekly despatch.</p>	<ul style="list-style-type: none"> • Accurate records of laundry are kept.
<p>2.5 Suitcases are stored securely.</p>	<ul style="list-style-type: none"> • No items are lost from storage.
<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"> • House clean and windows closed, power points, taps and heaters off. All areas locked. Towels and linen in bags, out for collection. Fridges defrosted and cleaned, but kept plugged in, common spaces cleaned.
<p>2.8 Notice boards are kept up to date.</p>	<ul style="list-style-type: none"> • Girls are well informed of what is happening and what is expected of them.
<p>2.9 Attend to the presentation of public areas of the House.</p>	<ul style="list-style-type: none"> • A sense of pride in the House is evident.

2.10 Ensure that the House office is secure.	<ul style="list-style-type: none"> The House is secure.
2.11 Lock each House before leaving the premises each morning.	
2.12 Ensure that all appointments, accidents and disciplinary matters are recorded.	<ul style="list-style-type: none"> Accurate records are maintained. SafetySeek, Boardingware or email to boarding.
2.13 Staff duties and rosters are adhered to after termly consultation with Director of Boarding – Operations.	<ul style="list-style-type: none"> Continuity of House management is provided for students and parents.
2.14 Support and encourage the Year 12 Boarding Leaders. Organise duty rosters.	<ul style="list-style-type: none"> Better pastoral care
3. Professional Development	
3.1 Professional development opportunities are sought out.	<ul style="list-style-type: none"> NZBSA Tiaki Taiohi, First Aid and Information Technology courses are completed.
3.2 Participate in annual appraisal process.	<ul style="list-style-type: none"> Professional reviews are commenced within three months of beginning employment and completed in a reasonable time thereafter (within 12 months).
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"> Appropriate policies are in place to ensure optimum management and operation of the Houses.
4. General	
4.1 Be supportive of and seek to enhance the traditions and Special Character of Woodford House.	<ul style="list-style-type: none"> Staff and girls can see our Special Character being maintained and fostered.
4.2 When possible attend assemblies and Chapel Services.	
4.2 Complete additional duties as requested by the Principal.	<ul style="list-style-type: none"> The Principal is well supported in her role.

Boarding House 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 Director of Boarding - Pastoral.

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.

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 Director of Boarding - Pastoral 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.

From 6.00pm

- 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 Directors of Boarding.
- Complete administrative tasks.

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

Weekends

Achieve a balance with all responsibilities; the Directors of Boarding will outline the specific schedule depending on staff and student needs.

Complete additional duties as requested by the Directors of Boarding.