

Position Description

House Supervisor

OVERALL PURPOSE OF THE POSITION

The House Supervisor is responsible for the management of a boarding house and health and wellbeing of all Boarders by providing a supportive, inclusive, and comfortable atmosphere that reflects the school's mission, vision, and values and delivers a nurturing family environment.

The primary function of the role is to assist the Head of Boarding with the care of the boarding house via:

- Active supervision of boarders;
- Provide pastoral development and learning; and
- Provide additional staff management support to the Head of Boarding as required.

The role will ensure a duty of care in line with the Australian Boarding School Standard (AS 5725:2015), the Education Standards Authority registration and accreditation requirements, and supported by Barker College Policies and Procedures. The House Supervisor will report directly to the Head of Boarding and will work closely with all boarding staff to ensure a high level of pastoral care and a comfortable environment is provided to all boarders.

PRIMARY DUTIES & RESPONSIBILITIES

- The House Supervisor is responsible for the day-to-day running of the House. This includes upholding the rules and expectations in line with overall school policy, the establishment of routines consistent with the overall boarding environment of the school, ensuring maintenance of the House, meticulous attention to policy and procedures and the diligent keeping of records using REACH Boarding Software.
- The House Supervisor is responsible for the pastoral welfare of the boarders in their respective House. This includes active responsibility for their overall wellbeing, supervision, and mentoring, consulting with parents, staff, and other stakeholders.
- Other duties as required by the Head of Boarding

PASTORAL DEVELOPMENT & LEARNING OF BOARDERS

- Ensure the health and wellbeing of all Boarders
- Be proactively available to the boarders for support and guidance, including regular presence in common room and kitchen. If necessary, encourage boarders to visit the school counsellors and Health Centre as appropriate.
- A commitment to genuinely getting to know the students, caring for them as 'loco parentis' in a genuine, supportive and meaningful way
- Support students in relation to their individual needs
- Ensure that the Head of Boarding is kept informed of issues that relate to the needs of any boarder
- During Prep (evening study period Monday to Thursday between the hours of 6.30pm to 8.30pm), provide tutoring and academic guidance

- Ensure that boarders follow boarding protocols, standards of dress code, behaviour, and room cleanliness
- The Senior Supervisor is responsible for ensuring compliance with the protocols and is expected to take appropriate disciplinary action, if required
- To always role model appropriate behaviours and set the tone in boarding, enabling the students to participate in the decisions affecting them and keeping families and the school community informed
- Effectively undertake allocated responsibilities in a professional manner in accordance with applicable tasks for morning, afternoon, and night shifts, and liaise with Head of Boarding and other stakeholders as required
- During night shift, ensuring to be available in accordance with the applicable roster and to immediately act to ensure the compliance and safety of all boarders, informing the Head of Boarding as required.

ADMINISTRATION

School

- Support and maintain up to date College and Boarding specific policies and procedures
- Maintain accurate attendance and leave records in the REACH database
- Complete staff duty report per shift in the REACH database
- Provide an effective handover to the night-time Supervisor, including bed checks
- Report and record all incidents appropriately to the Head of Boarding and reporting early welfare and child safety concerns to the Child Safety Team at Barker College
- Identify maintenance concerns and enter maintenance requests
- Assist the Head of Boarding to ensure the boarders routine and structure is followed.

Students

- Organise meetings on matters pertinent to specific individuals and groups.
- Organise some weekly boarder activities e.g. bake offs, movie nights, sporting events, etc.
- Assist in the on-boarding of new students.
- Celebrate student birthdays and other achievements.
- Other duties as required by the Head of Boarding

Parents:

- The Head of House is responsible for the care of boarders, and therefore has a responsibility to get to know and work closely with their parents. Regular, effective, personal communication with individual parents and the boarding house community is a core expectation of the role.
- Assist with Boarding publications
- Weekly Social media updates.

Staff

- Keep the Head of Boarding updated on boarding matters – student, staff, routines etc.
- Working with all Boarding House stakeholders, Catering, Maintenance, Laundry, and Health Centre staff to support the health and well-being of boarding students.
- Assist the Head of Boarding to ensure that all boarding houses are ready for the return of boarders and parents, and inspection at the beginning of each term.

SKILLS AND KNOWLEDGE ESSENTIAL TO THE JOB

- Knowledge of pastoral care and mental health issues relating to young adults
- Maintenance of First Aid competency qualifications
- Knowledge and understanding of the Barker Boarding Policies and Procedures including child

protection and reporting obligations in NSW. High level of interpersonal skills to understand and work co-operatively with adolescents.

- Ability to communicate effectively with a variety of personalities, especially students and staff, but including parents and visitors
 - Be highly organised regarding day-to-day routine and detail
 - Be punctual and reliable in relation to duty days and times
 - Presentation/appearance appropriate to the position
 - Ability to show initiative and to work independently
 - A clear understanding of the importance and significance of the legal requirements of the supervision of students in terms of Duty of Care requirements.
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ESSENTIAL PERSONAL ATTRIBUTES

- Adhere to and support Barker Colleges Codes of conduct, including Dress Code, Confidentiality, WHS and Child Protection policies
 - Genuine interest in making a difference in young people's lives
 - Understand that the boarders and their parents are our customers and should be the focus of our care for their children
 - Exceptional personal standards of honesty, integrity, and professionalism
 - Empathic approach to pastoral care for teenage students and providing young peoples with a voice and the opportunity to grow
 - Awareness of the influence and risks of the online environment, peer to peer risk behaviours and social media and the challenges this presents to students and staff
 - Excellent presentation skills
 - Ability to support the Christian values and ethos of the School.
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LEVEL OF AUTHORITY

- Authorise onsite and offsite student leave via REACH database
- Decisions relevant to the role:
 - Day to day health and safety of boarders
 - Day to day pastoral care of boarders
 - Ensure that boarders comply with the School's Student Code of Conduct and Rules
 - Ensure that any boarder health issue is recorded in the Day Book and details are referred to the Head of Boarding and Barker Health Centre
- Reporting welfare concerns and child protection incidents early and appropriately
- Takes necessary action to discipline student behaviour appropriately within the boarding guidelines and school rules.

Head of Boarding authorisation required for the following:

- Any deviations from the Supervisors Handbook Guidelines
- All concerns relating to actions, behaviours and decisions taken by other boarding staff
- All disciplinary actions that require parent contact.

ACCOUNTABILITY

Child Safety

Barker College has an abiding commitment to the safety, protection and well-being of all children and young people in our care. All staff members will be held accountable for ensuring adherence to the policies of the School, in particular those relating to the safeguarding of children.

General

Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by Barker College's Code of Conduct and the Complaints Procedures.

Work Health and Safety

All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

SPECIAL CONDITIONS

- Prepared to undertake any additional training to compliment the position.
 - Available for flexible working hours in consultation with Head of Boarding.
 - On call support one weekend every second month.
 - Attend Community Weekends as required.
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QUALIFICATIONS

- Australian Boarding Schools Association Duty of Care Certificate course or Boarding Fundamentals Certificate
- Maintain a Current First Aid Certificate
- Working with Children Check
- Advantageous to the position:
 - Boarding House supervision experience/student residential care
 - Current Youth Mental Health First Aid.

ORGANISATION CHART RELATIVE TO POSITION

The Manager's Manager: **The Head of Barker College**

The Immediate Manager: **Head of Boarding**

This position: **House Supervisor**

APPROVAL

This position description accurately details the primary duties and responsibilities of the **House Supervisor**.

Approved by Head of Boarding on 25 June 2024.

ACCEPTANCE OF POSITION DESCRIPTION

Position description accepted by:

Name of Staff Member:

Signature of Staff Member:

Date:
