



Position Description

Senior Boarding Supervisor - Residential

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. We pride ourselves on providing a personalised, holistic education with a focus on academic excellence.

Our Vision

Ipswich Girls' Grammar School inspires girls to become confident, well-educated young women. Ipswich Junior Grammar School nurtures young learners to become future leaders.

Our Mission

Shaped by our proud history and traditions and focused on academic excellence, our school aims to provide a personalised, holistic education by expert staff in engaging learning environments.

Our Aspiration

By 2022, our school aims to be an outstanding* school known for its holistic education and students' excellent academic outcomes with an enrolment in excess of 1000 students from Early Learning to Year 12.

(*Outstanding - as defined by the National School Improvement Tool)

Our Values

- **Diligence** - Staying focused until the job is done.
- **Excellence** - Striving to achieve the highest standards possible.
- **Respect** - Acknowledging the worth of every person and what matters to each one.
- **Integrity** - Constantly demonstrating high moral and ethical standards.
- **Care** - Attending with kindness, compassion and sensitivity to the needs of others.

Location

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THE ROLE	
Position Title:	Senior Boarding Supervisor - Residential
Department:	Boarding
Reports to:	Head of Boarding
Location:	Cribb House
Remuneration:	Salary package. A one-bedroom unit will be provided, which the Senior Boarding Supervisor - Residential will be expected to occupy during term-time.

Your Opportunity

At IGGS our aim in the boarding house is to build a community of happy girls who are achieving their full potential academically, socially, vocationally and personally. We need to develop strong relationships with the girls, their families and their friends. Such a culture comes from treating the girls as individuals, dealing with issues with due respect to the individual and maintaining the ability to consider matters in perspective.

As the Senior Supervisor - Residential 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 programmes 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.

Your Role

The Senior Supervisor - Residential is part of a team that is responsible for the welfare and supervision of boarding students in Years 5 to 12 in the Cribb House. This role acts as a support to the Head of Boarding and Assistant Head of Boarding when required. The Senior Supervisor - Residential will also attend to some administration duties.

- Senior Supervisor - Residential reports to the Head of Boarding and acts as the team leader when on duty.
- Each student is owed a duty of care. This means carrying out duties with care and always providing appropriate supervision.
- The hours of duty must be devoted to the supervision of students and completion of tasks associated with the role.
- Communicate on a regular basis with the Head of Boarding and other Boarding Supervisors and Assistants on duty.
- Be well organised and ensure that tasks are completed in an efficient manner.
- Assist with the co-ordination and implementation of training of other Boarding Supervisors in liaison with the Head of Boarding and co-ordinate and direct the activities of Boarding House staff as directed.
- Be responsible for the implementation of School policy and procedures as directed.
- Participate in the planning and co-ordination of activities, and supervise and monitor the daily programs as diarised.
- Liaise with parents as required.
- On rotation with the Head of Boarding and Assistant Head of Boarding, be on call for sleepover staff should issues arise.
- Liaise with the Health Centre and other staff to accompany students to medical and/or dental appointments.
- Write reports for inclusion in student files/School records.
- Report maintenance requirements to the Assistant Head of Boarding for action.
- Be required to stay overnight in allocated accommodation as per the staff roster.
- Act *in loco parentis* as required.
- Be responsible for checking parental permission and host invitation before signing out boarders for leave.
- Be required to administer First Aid and medication, in the absence of the School Nurse.

Administration duties

- Enter and highlight specific tasks in the diary that need to be completed and matters relating to specific students.
- Maintain a register of boarders' passports and money held for safekeeping.
- Answer telephones as required and attend to other duties as required or requested by the Head of Boarding or the Assistant Head of Boarding.

Supervision of evening meals

- Complete the student roll to ensure that all students are present in the dining room.
- Check to ensure that students are dressed correctly and are wearing appropriate footwear.
- Monitor the behaviour and noise levels of students during the meal.
- Ensure that tables are cleared, and water glasses are stacked at the end of the meal.
- Ensure that chairs are pushed in when students leave the dining room.
- Organise for meals to be saved for students as required and bring these to the boarding house at the conclusion of dinner.

Supervision during study prep in the Peter Phillips Building

- Accompany students to the Peter Phillips Building to support study and homework tasks.
- Mark the roll and communicate with other Supervisors on duty should any student be absent.
- Organise seating in the Peter Phillips Building for the students to ensure that all are seated at least one desk apart and able to work effectively without distracting others.
- Be vigilant in supervision of students in the Peter Phillips Building making regular checks of the work students are completing.
- Provide assistance to students requiring help with homework and assignments.
- Accompany students back to the boarding house at 8.30 pm.

Weekend duties

Weekend duties mirror weekday activities, but may also include the following:

- Accompanying and supervising students on excursions, shopping trips, events at other Boarding Schools and/or to the swimming pool or gym for activities.
- Supervising students as necessary with laundry, tidying room and common rooms, activities, and chores.
- Conducting activities such as craft, board games, watching movies etc.
- Accompanying and supervising students who may require medical care at a hospital or medical facility.

Any major concerns are to be reported to the 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
- Ensure at all times 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
- 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

- A Senior Supervisor - Residential works under broad guidance. They are accountable to the Head of Boarding.
- A Senior Supervisor - Residential may be required to carry out the duties described for Boarding Supervisors and will be required to make autonomous use of a high degree of theoretical knowledge or relevant previously acquired experience to initiate, plan and implement programs for students.
- Responsibility for the planning and management of the work of others will be required and for their general supervision. Competency at this level involves self-directed application of knowledge with substantial depth in specialised areas. Judgement is required in planning and selecting appropriate equipment, service techniques and work organisation of self and lower-level staff. Supervision and training of other Boarding Supervisors may be required. Responsibility for decision making in areas identified by the Head of Boarding will be required.
- The ability to deal with problems calmly and confidently and provide appropriate solutions.
- A willingness to be active in supervision - spending time in the dormitories and having a genuine interest in the lives of boarders.

- Very good general organisational skills in terms of record-keeping, general administration and human resources.
- A minimum of two years previous residential care experience is essential.

Essential Requirements

- Current First Aid Certificate, including CPR
- Current ABSA Duty of Care Certificate
- Current manual Queensland Open Drivers' Licence

General Attributes

- Support the aims and guiding principles of the School and Cribb House. Staff and Student Handbooks will be provided.
- Know the School's legal obligations in relation to Duty of Care, Child Protection, Code of Conduct and Work Health and Safety regulations and to support the policies and practices that are in place.
- Report to the Head of Boarding regarding the welfare, supervision, safety and health of the boarders.
- Take initiatives to create and seize opportunities to get to know the boarders as individuals and to nurture the boarders' emotional well-being by supporting, listening to and reporting any concerns to the Head of Boarding.
- Maintain firm and caring control through consistent and fair disciplinary practice in keeping with the ethos of the School.
- Work positively and constructively with other staff members to be part of an effective team. Resident supervisors operate within a roster that requires them to be on duty for 37.5 hours per week (full-time), including part of every weekend in term time. Relief/cover work per term is available (paid).
- Maintain a sound study environment for boarders and assist in encouraging boarders to maximise their learning potential.
- Be reliable and punctual in reporting for duty at the designated times and remain until duty has been completed.
- Present yourself as a good role model in terms of dress and grooming, hygiene, and language.
- Be positive to the concept of professional development and appraisal, and participate in School practices and policies as required or requested.

Formal Qualifications

Knowledge, qualifications and experience that are determined by the School as necessary to successfully carry out the duties of the position or Tertiary qualifications at Diploma level relevant to the position may be required by the School.

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, within a Boarding environment.
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 nurse, 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 the ability to use the Microsoft Office Suite to a sound level.

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.

Authorisation

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

Employee

Name

Signature

Date

Director of People & Culture

Name

Signature

Date