



# PENINSULA

— G R A M M A R —

## POSITION DESCRIPTION

POSITION TITLE	Boarding House Supervisor
REPORTS TO	Head of Boarding House / Business Manager
DIRECT REPORTS	Nil
FTE	Casual
DATE	30 January 2017

### ABOUT PENINSULA GRAMMAR

Peninsula Grammar is a coeducational school of excellence, which fosters the full and balanced development of each child. In caring for students and their learning we encourage them to take up life's challenges both at the School and beyond. The School values a spiritual and moral view of life that prizes the highest standards of personal character with a Christian ethic of service and concern for others.

The Principal is the Chief Executive Officer of the School. The Principal leads the School Senior Leadership Team, the members of which play a significant role in developing, implementing and evaluating school policy. Ultimately the responsibility for the leadership and management of the School rests with the Principal.

All employees of Peninsula Grammar have a responsibility to:

- Reflect and nurture the aims and philosophy of the School in the course of their work
- Through the example displayed in their approach to their work, energise fellow staff, students and parents by fostering quality relationships and community development
- Provide effective role modelling through the use of appropriate conflict resolution and negotiation skills
- Maintain confidentiality and support for the School
- Maintain professional competence and current knowledge in educational trends
- Maintain a client-centered approach to all aspects of their work.

Employees are appointed by and act under the direction of the Principal, through the School Leadership Team. The appointee to this position will be required to participate in a regular performance review in accordance with the School Professional Review and Development Program.



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## POSITION SUMMARY

This role, within the Community of Peninsula Grammar Boarding House, will encompass the fostering of harmony amongst the boys and/or girls with the attention to the welfare of individual students.

The work demands a high degree of discretion, initiative, analytical skill and sensitivity to the needs of adolescents often from various cultural and socio-economic backgrounds.

## KEY RELATIONSHIPS

As a member of the School staff the Boarding House Supervisor is committed to the aims and philosophy of the School and reports directly to the Head of Boarding House and the Business Manager. The Boarding House Supervisor will keep the Head of Boarding House and Business Manager appropriately informed about matters within the roles and responsibilities of the position.

INTERNAL	EXTERNAL
<ul style="list-style-type: none"><li>• Principal</li><li>• Business Manager</li><li>• Head of Boarding</li><li>• Boarding House Staff</li></ul>	<ul style="list-style-type: none"><li>• Students</li><li>• Parents</li><li>• External Agencies</li></ul>

## KEY RESPONSIBILITIES

- Assist with supervision of boarders in House at all times and ensuring compliance with duty of care legislative requirements
- Contributing and adhering to the ethos, processes and procedures of the Boarding House in ensuring the study, safety, security, hygiene and daily routines are upheld at all times
- Close monitoring and supporting individual boarders with particular needs and providing the necessary feedback on such matters
- Regular liaison with other Boarding House staff and School staff on an 'as needs' basis
- Accountability for all boarders at all times
- Supporting, participating alongside and/or supervising boarding students during recreational activities and medical appointments
- Regular and comprehensive reporting to the Supervisor

## CHILD SAFETY STANDARDS

- Ensure adherence to all student safety standards and mandatory reporting requirements.
- Attend all training and maintain compliance with all child safety legislation, standards and regulations.
- Complete all mandatory training in a timely manner.



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- Escalate and report all matters related to student safety immediately.

### **WORKPLACE SAFETY**

- Ensure adherence to all health and safety regulations.
- Report any equipment or situation that is hazardous or has the potential to affect the health and safety of the Peninsula Grammar workplace.

### **QUALIFICATIONS & REGISTRATIONS**

- Current First Aid – HLTAID003
- Current Working with Children's Check
- Current Driver's License

### **KNOWLEDGE, SKILLS & EXPERIENCE**

- The ability to respond effectively, calmly and with understanding to difficult and sometimes stressful situations. eg. Homesickness, misunderstanding engendered by international students living in a boarding environment (and often an alien culture), health emergencies and normal difficulties encountered when dealing with adolescents is required.
- A background and/or qualification in residential care, education, youth work or training would be an advantage
- Demonstrated experience in a similar position is preferred but not necessary

### **COMPETENCIES**

- Sound analytical and problem-solving skills with a solution focused and growth mindset
- High level of initiative and self-motivation
- Adaptable and flexible to work effectively in a demanding and changing work environment
- Effective interpersonal skills to work with students, staff, parents and other key stakeholders
- Participate as a collaborative team member
- Display empathy, commitment and resilience
- Excellent organisational skills and ability to prioritise tasks
- Reliability and punctuality
- Demonstrate a high level of confidentiality and discretion
- Satisfactory level of health and fitness to competently undertake the inherent requirements of the job
- Genuine interest in the School, students and families of the School Community and self-satisfaction from enabling student growth in everyday interactions



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## CORE DEMANDS

PHYSICAL DEMAND	RARELY <15%	OCCASIONALLY 15-30%	REGULARLY 30-85%	FREQUENTLY >85%
Sitting	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Running	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Listening	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Exposure to noise	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Climbing (steps / stairs)	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working from heights (>2metres)	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual handling (>5kgs)				
Lifting	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## TERMS AND CONDITIONS

- Employment conditions are as detailed in the Educational Services (Schools) General Staff Award 2010) and the National Employment Standards. The position is graded at Boarding Supervision Services Grade 1, in the Award.
- The casual hours of work will vary each week and will be confirmed with the incumbent. A casual loading of 25% is paid on the ordinary base rate of pay in lieu of leave and public holidays.