

Position Description

Title: Resident Master – Boarding House Supervisor

(approx. 10-15 hours of boarding supervision per week)

(Residential position – Board & Accommodation provided)



This Position Reports to: Boarding Housemaster

Dean of Boarding

Department: Boarding

Date: November 2022

PREAMBLE

As you join the resident staff of The Southport School, it is crucial that you understand the underpinning philosophy and aims of this school, its routine and administration, and more importantly, that you actively support the implementation of these matters. The School Prayer gives a clear statement of the Schools Aims.

Make us a truly Christian Community where education embraces the whole of life. Within the school may we find acceptance, healing, and growth through faith in Christ and in turn service to others.

You are expected to strive to achieve The Southport School mission statement: “to challenge each boy to achieve excellence in a Christian community where education embraces the whole of life”.

Furthermore, it is expected that you will work diligently with colleagues to achieve *Our Vision*:

“The Southport School will be acknowledged as a world class boys’ school, a balanced and wholistic Christian learning community, working with parents to create outstanding young men who are confident, happy and creative, with highly developed skills in the area of leadership, thinking and emotional intelligence.”

OUR TSS VALUES

We are a TEAM

We work together in a spirit of trust, loyalty, inclusion, and mutual respect. We persist and encourage each other to do our best each day.

We are a community of SCHOLARS

We learn every day and our interests and different approaches bring diversity of opportunity and enrich our understanding of the world.

We are here to SERVE

We contribute positively to our classes, our teams, our school, our families, and our communities, learning to lead and to improve the world in which we live.

PURPOSE OF THE DOCUMENT

To provide the team member with a list of the duties of the job, together with the framework against which your performance on the job will be assessed.

If you do not possess the skills needed to perform your duties, you will be given the opportunity to access further training, supervision, and instruction to ensure your level of performance improves.

As part of the team, you will be expected to know the policies and procedures that govern some of the tasks you will be performing.



DUTIES AND RESPONSIBILITIES FOR THE POSITION

This part of the document outlines the responsibilities required to competently perform the duties of the position. Of course, you will also be required to perform any other duties that the Housemaster or Headmaster may direct you to perform, and which could reasonably be considered relevant to the position.

- Complying with legal obligations of an education establishment.
- Compliance with the Student Protection in Anglican Schools Policy and Procedures.
- Complying with established industrial relations practices and requirements.
- Delivering a high quality of service.
- Identifying and assessing the needs and expectations of others.
- Encouraging the achievement of individual educational excellence with students.
- Ensuring the high standards expected of students in dress, manner and behaviour are adhered to.
- Ensuring that the well-being of all students in the program is closely monitored, and any concerns are reported to the appropriate support and leadership staff.
- Understanding that at no time does any worker have the authority to reprimand any student or any co-worker, but to take responsibility to report any issue to the Dean of Students or any member of the School's senior management panel.

STUDENT PROTECTION IN ANGLICAN SCHOOLS

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values, and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- Every child: made in the image and likeness of God.
- Every child: loveable and loved, unique and unrepeatable.
- Outstanding education for the flourishing of people and the good of community.

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive, and stimulating. Specifically, we:

- place emphasis on genuine engagement with children and young people.
- create conditions that reduce the likelihood of harm to children and young people.
- create conditions that increase the likelihood of identifying harm where it exists; and
- respond swiftly and appropriately to any concerns, disclosures, allegations, or suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools, and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.

KRA: DUTIES PERTAINING TO THE BOARDING SCHOOL

Position overview:

As a Resident Master - Boarding House Supervisor, you will assume a pivotal role in fostering a positive and supportive living environment for boarding students. Responsible for supervising and mentoring students in their daily routines, you will ensure their safety, well-being, and adherence to school rules. Your duties will encompass overseeing dormitory activities, coordinating with school staff and parents, addressing disciplinary issues, and providing emotional support to students when needed. By promoting a sense of community and instilling values of respect and responsibility, you will play a vital role in nurturing students' personal growth and academic success during their time in the boarding house.

Overall, the Resident Master plays a crucial role in creating a nurturing and supportive environment where students can thrive academically, socially, and emotionally during their time at the school.

Role responsibilities:

- **Student Supervision:** Overseeing and monitoring the daily routines of boarding students, including wake-up and bedtime, meals, study sessions, and recreational activities.
- **Safety and Security:** Ensuring the safety and security of students within the boarding house premises, implementing safety protocols, and addressing any emergencies promptly.
- **Student Support:** Providing emotional support, guidance, and counseling to students, addressing their concerns, and fostering a positive and supportive living environment.
- **Discipline and Behaviour Management:** Enforcing school rules and policies, addressing disciplinary issues, and promoting positive behavior through a fair and consistent approach.
- **Dormitory and Room Maintenance:** Overseeing the cleanliness and maintenance of the dormitory and room facilities, ensuring a hygienic and comfortable living space for students.
- **Communication:** Collaborating with school staff, teachers, and parents to keep them informed about students' progress, challenges, and any notable developments.
- **Activities and Programs:** Organising and supervising extracurricular activities, social events, and educational programs within the boarding house to enrich students' experiences.
- **Conflict Resolution:** Mediating conflicts among students and promoting a harmonious living environment that fosters respect and understanding.
- **Academic Support:** Encouraging students to excel academically, monitoring their study habits, and helping when needed.
- **Role Model:** Leading by example and demonstrating positive values and behavior to serve as a role model for students.
- **Health and Wellness:** Ensuring students' health and well-being by coordinating medical care, administering medication when necessary, and promoting healthy lifestyles.



- **Record Keeping:** Maintaining accurate records of student attendance, incidents, and any relevant information to ensure effective communication with school administration and parents.

Operational responsibilities:

These responsibilities are not exhaustive, and other relevant responsibilities may be performed by the Resident Master provided such duties are appropriate having due regard to the nature and purpose of the position.

- Supervision of boarders in the house always and ensuring compliance with study, health, safety and hygiene routines and regulations in the Boarding House.
- Close monitoring and supporting individual boarders with needs.
- Regular liaison and reporting with other Boarding House staff.
- Accountability for all boarders in the House always.
- Escorting and supervision of boarder during recreational activities and medical appointments.
- Evacuation of boarders during Fire Evacuation training and actual alarms.
- Attendance at all orientation, professional development, staff meetings, school celebrations (if available) and mandatory training workshops or requirements.
- Report to your Housemaster on all House and Student activity after each duty or rostered activity – complete all required administrative duty documentation.
- Follow all lawful and reasonable instructions given to you by your Housemaster or more senior staff.
- Conduct yourself in a manner consistent with the Code of Conduct ensuring you are cognisant at all times of maintaining professional boundaries.
- Diligently exercise your duty of care as a Resident Master to the students under your care, fellow staff members, visitors to the school and other members of the wider school community.

Specific expectations:

It is important to ensure that your relationship with the boys is caring, friendly and professional, diligent, and positive. The School's view on Pastoral Care does not imply that boys and masters are equal and peers and consequently even the most junior Resident Master must ensure that his or her approach with boys is always professional.

- Resident master's must not mix socially outside of the school environment nor arrange any private social events with students or their families without the consent of the Headmaster.
- Resident masters are prohibited from using any social media platform or medium including mobile phones to communicate or have contact with any student at the school – this would breach student protection protocols and policy.
- No Resident Master may visit boys in their dormitories or private rooms after lights-out; the only exception is when he is on duty and patrolling and doing a bed check as part of the final supervisory checks and administration.
- All disciplinary problems or matters that arise on duty or concerning/disciplinary matters that a resident master becomes aware of must be reported to Housemasters, e.g., bullying, smoking, drinking of alcohol and breach of leave policy, etc.
- Your duty hours will be negotiated between you and the Housemaster and will generally be equivalent to approximately 10-15 hours per week.

- To have an extra-curricular involvement in the school is preferred as it assist with developing rapport with the students. It is expected that all Resident masters will involve themselves in the boarding house activities.
- To carry out dining hall duty. Meal supervision is an important and demanding part of resident duty and is to be taken seriously.

One Resident Master must be always circulating in the Dining Room during all meals. Always insist that boys' manners and approach with Dining staff are courteous and polite. So, check that fundamental table manners are observed.

- The Resident Master on duty must record any visitors or guests attending the boarding house whilst they are on duty to ensure that duty of care and student protection protocols are always observed. All visitors must be registered on arrival and sign out on departure.
- Resident masters are expected to have a working knowledge of any significant medical condition of students in their care i.e., knowledge of student anaphylaxis and asthma plans – this should be provided initially by the Boarding Housemaster or his delegate and provided by the HealthCentre.
- To assist in the monitoring of leave. All Resident masters are to be fully acquainted with the leave provisions for boarders. Leave is to be issued only when a resident is sure that the boy has fulfilled all conditions of leave policy. Boys are to always report their movements to the Resident Master. The most important of these conditions are:
 - A boy has made application to and obtained approval from his Housemaster.
 - All school commitments have been met.
- Providing supervision of prep study. This is to be constant, vigilant, and supportive. The Resident Master is to ensure that Prep begins on time, is quiet and that boys are doing schoolwork.

All boys should be at their desks during Prep and must have the Resident master's permission before going to the library or music.

- Resident Staff are required to be in residence by the end of the weekend before Term starts each term to be available for full resident staff meetings.
- Be vigilant so that a boy's social, school, or academic problems that a resident master may become aware of through a development of mutual respect, be reported to his Housemaster and /or Chaplain, who will respect this confidence and assist in solving such problems.
- Resident masters are not permitted to have any guests or partners staying in the boarding house at any time.
- The School recognises the boarding house as the Resident master's home, and guests may visit, however incidents occur such as loud parties or gatherings, excessive or underage drinking, smoking or unsociable behaviour and activities are not acceptable. The consumption of illegal substances or downloading of illegal content is strictly prohibited and may result in immediate termination of a residential agreement and the Queensland Police Service contacted.

KRA: WORKPLACE HEALTH AND SAFETY

Goals:

To ensure a safe and healthy work environment is provided for students, employees, and visitors to The Southport School and that all areas in the control of the Housemaster follow the current legislation by:

- Complying with the Workplace Health and Safety Legislation.
- Complying with The Southport School Workplace Health and Safety Manual.
- Implementing documented basic safety practices.
- Implementing documented basic security practices.
- Implementing hygienic practices through adherence to policy and procedures.
- Preventing hygiene risks and problems through adherence to policy and procedures.

KRA: EMPLOYEE RELATIONS

Goals:

To display positive interpersonal skills needed for the delivery of quality service, with a particular emphasis on communication and teamwork by:

- Communicating effectively one on one in the workplace.
- Communicating effectively in the workplace.
- Participating effectively as a member of a team.
- Presenting a positive image of the School.
- Providing confidential employee and client relations for counselling and any grievance procedure that may take place.
- Presenting a professional and dynamic image to employees, clients, and visitors to The Southport School always.
- Initiating and driving the business forward by directly representing the School's ethos and motto.

KRA: SELF MANAGEMENT

Goals:

To demonstrate the very highest level of personal insight, initiative, and maturity in all that is done and to display a sense of flexibility and willingness to work as an integral member of the team.



SKILLS AND EXPERIENCE:

- All Resident masters are required to have completed Duty of Care – A Certificate Course in Residential Care – Book One by the end of their first semester in residence.
- Resident masters are encouraged to complete Book Two which leads to accreditation to residential care studies at Tertiary level.
- Understanding of and experience in working with early adolescent and adolescent boys.
- Resident master's should hold an up to date first aid certificate.
- Ideally Resident master's will be able to operate in a mentoring and supervisory capacity and will experience that will support these requirements of the role.

WORKING SYSTEMS AND METHODS

Goals:

To apply safe and effective methods of work by:

- Maintaining a clean and safe workplace.
- Planning routine and project work effectively.
- Ensuring that all policies, supervisory protocols, and related administration are adhered to all times.

KEY SKILLS AND ATTRIBUTES

The role of a boarding student supervisor requires a range of key skills and attributes to effectively support and mentor students in a boarding house setting. Some essential skills and attributes for a boarding student supervisor include:

Strong Communication:

Effective communication skills are vital for building positive relationships with students, fellow staff members, parents, and other stakeholders. Clear and empathetic communication helps to address concerns, provide guidance, and ensure a supportive environment.

Leadership:

Being a role model and leader is crucial as a Resident Master. Demonstrating leadership skills helps in establishing expectations, setting a positive example, and guiding students in their personal and academic development.

Problem-Solving:

The ability to think critically and find creative solutions is important when addressing various issues that may arise in a boarding house. Problem-solving skills help in managing conflicts, addressing behavioural challenges, and resolving day-to-day operational matters.

Emotional Intelligence:

A high level of emotional intelligence allows a Resident Master to understand and empathize with the emotional needs and challenges of students. This skill helps in providing appropriate support, recognizing signs of distress, and fostering a caring and inclusive environment.

Organization and Time Management:

Boarding houses often have structured schedules and routines. Strong organizational and time management skills are essential to ensure smooth operations, manage daily activities, and balance multiple responsibilities effectively.

Patience and Flexibility:

Working with a diverse group of students requires patience and flexibility. Being understanding and adaptable to different personalities, learning styles, and cultural backgrounds helps in creating an inclusive and supportive environment.

Child Protection and Safeguarding:

Knowledge and understanding of child protection policies, procedures, and best practices are critical. Being committed to ensuring the safety and well-being of students and effectively implementing safeguarding measures are paramount in this role.

Empathy and Compassion:

Demonstrating empathy and compassion towards students helps build trust and create a nurturing environment. Understanding their challenges, providing emotional support, and showing genuine care are essential qualities of a student supervisor.

These skills and attributes, when combined with a genuine passion for student development and well-being, contribute to the overall effectiveness of a boarding student supervisor in providing a safe, supportive, and enriching experience for students.

