



Rockhampton Girls Grammar School

Est 1892

ROLE DESCRIPTION

BOARDING SUPERVISOR

Rockhampton Girls Grammar School is one of the original eight Grammar Schools of Queensland. Opening in 1892, Girls Grammar has served and supported the education of girls and young women for over 130 years.

Rockhampton Girls Grammar School is a learning community founded on a commitment to 'Learning for Life'. Each member of our School family contributes to sustaining an environment in which individuals actively engage in their learning; where School values are embraced; where mutual and self-respect is paramount; where community and global citizenship is fostered and where excellence in every endeavour is sought and celebrated.

OUR VISION

Rockhampton Girls Grammar School prides itself on being an outstanding school in Regional Queensland that works in active partnership with students, staff, families and community so that girls:

- are inspired, challenged and supported to be strong in mind, body and voice;
- have the self-belief to pursue excellence in all endeavours;
- develop a lifelong aspiration for learning- 'Non Scholae, Sed Vitae'; and
- embrace the School's values and ethical principles to live as empowered individuals who confidently approach an ever-changing world with intellectual curiosity.

OUR MISSION

At Rockhampton Girls Grammar School, we strive to be an independent day and boarding school of choice in Regional Queensland where girls build an enduring sense of connection, are nurtured to be their best and develop the skills, self-belief and resilience to confidently embrace their futures.

OUR VALUES

Staff and students are expected to display the following behaviours that are at the core of our School:

- Courage and integrity
- Respect
- Pursuit of excellence
- Innovation and tradition
- Connection and inclusivity
- Intellectual curiosity

OUR MOTTO

Clever, Confident and Connected.

THE ROLE

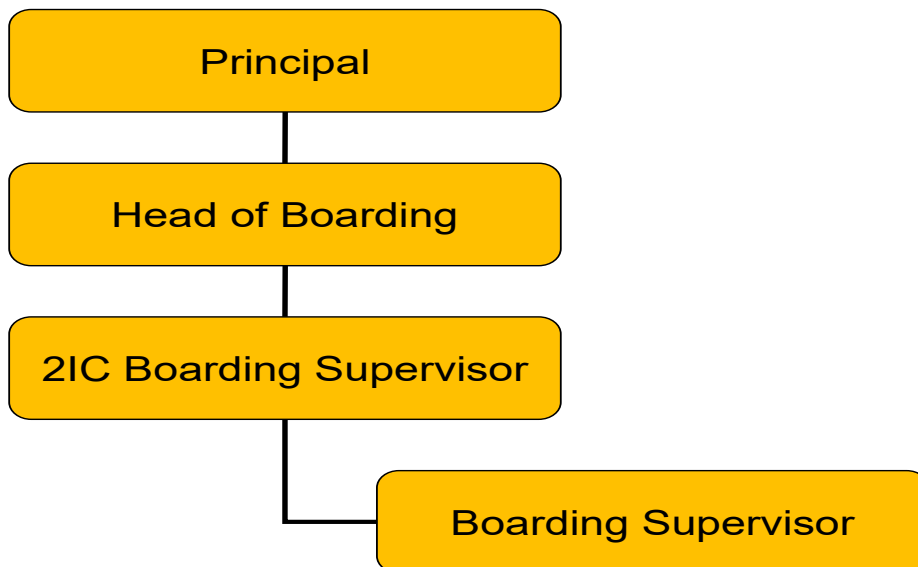
Position Title:	Boarding Supervisor
Reports to:	Head of Boarding
Classification:	Boarding Supervisor – Level dependent on experience
Date Prepared:	08 November 2023

A Boarding Supervisor at Rockhampton Girls Grammar School will be required to work mornings from 6.30am, nights and weekends. In this position we are looking for a hardworking, honest and reliable team member with full availability during term time who is able to do split shifts, overnights and on call shifts. Rosters are completed each term and notice is required for leave.

POSITION OBJECTIVE

Boarding Supervisors employed at Rockhampton Girls Grammar School play an important role in creating a positive, caring and open culture that encourages full participation in study, cocurricular programs within the school and the boarding community. Boarding supervisors are expected to model appropriate behaviours, values and attitudes at all times. They are to provide a homely environment where boarders can grow into responsible and confident young women.

ROLE ACCOUNTABILITY



KEY CHARACTERISTICS

PERSONAL

- Ability to communicate and interact with boarders, staff and parents.
- A demonstrated understanding of adolescent behaviour and caring for students in a residential environment.
- A willingness to implement and uphold the values of Rockhampton Girls Grammar School.
- Ability to motivate and sustain the motivation of others.
- High level of time management and the ability to multitask.
- An appreciation of the particular dynamics surrounding people living and working together.
- Emotional resilience and effective conflict management skills.
- Ability to be flexible and reliable.

RESPONSIBILITIES

- Maintain accurate roll marking and record keeping requirements.
- Always monitor and be responsive to student movements.
- Assist boarders in all facets of school life with compassion and consistency.
- Ensure all new boarders are well supported.
- Provide homework and study support and seek additional assistance for students when necessary.
- Monitor individual health and wellbeing of boarders, collaborating with the Head of Boarding and other key staff to ensure ultimate support for students is provided.
- Maintain an open approach to concerns, ensure that boarders feel they have been heard and that their concerns will be acted upon.
- Monitor, encourage and actively support academic performance, liaising with academic staff.
- Assist with the coordination and organisation of boarder activities.
- Encourage girls to manage their responsibilities, develop life skills and promote individual self-esteem.
- Transport students to appointments as required.
- Apply appropriate levels of confidentiality when interacting with students, parents, staff and members of the community.
- Maintain clear and regular communication between boarding staff members.
- Ensure that Head of Boarding is updated on all boarding matters regarding students, staff, routines etc.
- Encourage and nurture the link between day staff, boarding staff and students.
- Ability to work mornings and evenings during weekdays, weekends, public holidays and overnight stays.

FACILITIES AND RESOURCES

Boarding House Supervisors are accountable for the following:

- Following Boarding House Policies and Procedures.
- Maintaining the physical condition of the Boarding House precinct and its surrounds.
- Completing maintenance requests as required.
- Ensuring that all boarding houses are ready for the return of boarders each term.

OTHER DUTIES

- Voluntary attendance at school events such as Speech Night, as requested, to support boarders.
- Attend Professional Development as required.
- Promote the interests of Rockhampton Girls Grammar School.
- Serve the School diligently and faithfully.
- Any other duties as may reasonably be directed by the Head of Boarding.

QUALIFICATIONS/KNOWLEDGE/EXPERIENCE

- Knowledge of caring for students in residential care.
- An understanding of the legal requirements involved in residential accommodation.
- A clear understanding of the Australian Boarding Schools Association 'Duty of Care' guidelines.
- Awareness of school structure, rules and procedures of both the day school and boarding house.

WORKPLACE HEALTH AND SAFETY

Employees are responsible and accountable for:

- taking reasonable care of your own health and safety;
- taking reasonable care that your acts or omissions do not adversely affect the health and safety of other persons;
- complying with any reasonable instruction to allow the compliance with the Workplace Health and Safety Act 2011;
- co-operating with any reasonable policy or procedure relating to health or safety;
- active participation in activities associated with the management of workplace health and safety;
- identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace; and
- correct utilisation of appropriate personal protective equipment.

MANDATORY REQUIREMENTS

Promote Rockhampton Girls Grammar School inside and outside the school community.

The successful application is required to:

- possess a current Blue Card from the Commission for Children and Young People and Child Guardian;
- adhere to the School's Child Protection Policies, Staff Code of Conduct, policies and procedures;
- report suspected cases of child abuse in accordance with the School's policies; and
- complete the compulsory compliance training, including Child Protection Training and Anaphylaxis training, as part of your induction within two weeks of commencement and annually thereafter.

ACKNOWLEDGEMENT

This job description has been developed to indicate the general nature and level of work performed by employees within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and requirements of employees assigned to the role. You will also be required to perform any other duties that the Principal and/or Head of Boarding may direct you to perform which could be reasonably considered relevant to the position.

ACCEPTANCE

I, (print name)..... accept the offer of employment on the conditions stated above.

I acknowledge that I have received a copy of the Boarding Supervisor Role Description.

Signature: Date:.....