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## ROLE DESCRIPTION

### WEEKEND SUPERVISOR – BOARDING

Casual, term-time

#### ROLE PURPOSE

The Weekend Supervisor works as a member of the Boarding Team, which is inspired at all times by the highest ideals of teamwork, collegiality, integrity and professionalism. The role of the Weekend Supervisor focuses primarily on the management and day-to-day operation of the Stage (Years) of Boarders assigned to them by the Head of Boarding (“HoB”). Typically, but not exclusively, Stage 4 (Years 7 & 8), Stage 5 (Years 9 & 10) and Stage 6 (Years 11 & 12).

#### ROLE RELATIONSHIPS

The Weekend Supervisor is directly responsible to the Head of Stage (“HoS”). As with all School employees, the Weekend Supervisor is ultimately responsible to the Headmaster. The Weekend Supervisor may, as required, fulfil the role of the Assistant Head of Stage (“AHoS”) at the HoB’s discretion and direction.

#### ROLE RESPONSIBILITIES

##### Duties:

- Liaise with the Boarding Executive Officer (“BEO”) and HoB to arrange, prepare and implement duty rosters
- Assist in preparing any incident reports as required by the HoS and HoB.
- Contribute to the maintenance of a database of each Boarder’s behaviour.
- Prepare Boarding Reports on individual Boarders as required by the HoB.
- Organise and supervise any recreation time in the Lawson Centre, Knox 1 or Pool while on shift for schedule times.
- Notify the HoS in regard to maintenance, repair and upkeep of any Boarder’s room or common areas in your Stage
- Maintain hard and soft copies of all forms and procedures. In particular, managing the online system for the Boarders checking in and out on leave.

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### General Management:

- Ensure that appropriate supervision is provided at all times (including special occasions)
- Assist the HoS to exercise supervision over disciplinary issues.
- Oversee procedures for off-premises leave once cleared by the AHoS & HoS as part of the handover at the start of the shift.
- Respond quickly and appropriately to parents' phone calls and enquiries.
- Keep the HoS apprised on how the House is running and any specific issues of concern as they occur.
- Assist with the arrangement of dances and other leisure activities under the direction of the HoS and HoB.
- Supervise the Boarders at all times and engage with them while on duty.
- Attend Boarding House outings when needed and maintain a high profile of support to staff.
- Ensure an appropriate environment in which boys can study without distraction.

### Boarders and Pastoral Care:

- Provide for the physical, spiritual and emotional welfare of all boys in the House.
- Maintain open communication with Boarders and relate to them on an individual basis.
- Assist with resolution of problems.
- Liaise with HoS & AHoS and the HoB on all issues regarding the welfare and progress of individual boys.
- Clearly define the expectations of each boy regarding cooperation and behaviour.
- Exercise appropriate discipline procedures in consultation with the HoS & AHoS.
- Communicate discipline procedures to Boarders, parents and the HoS as appropriate
- Ensure that Boarders who require Clinic support and/or hospitalisation are adequately supported
- Work with colleagues in the Boarding Team to ensure that the application of student Pastoral Care is consistent across all the Boarding Houses
- Take an active interest in the academic and co-curricular development of each Boarder.
- Work closely with support personnel such as Learning Support, the School Counsellors, the appropriate Spiritual Advisers, HoS or Tutor, Clinic Staff and parents in the case of a Boarder experiencing difficulty

### Boarding Staff:

- Ensure that Boarding House Staff have opportunities to develop their sense of camaraderie in relation to the House Team
- Ensure that staff working in the Boarding House are responsive to the expectations of the School and that they are appropriately inducted and their work is closely supervised
- Engage in a program of regular goal setting and review
- Meet regularly with their Boarding Team to ensure effective communication of the vision for the operation of the Boarding Houses
- Provide for the pastoral care of Boarding Staff

### Student Management/Administrative Supervision:

- Work with colleagues in the Boarding Team to develop and implement an effective operational schedule for the Boarding Houses including daily timetable, weekend activities, attendance at School events
  - Ensure that Boarders experience a safe living environment at all times
  - Assist the HoS to monitor the transport arrangements of Boarders to and from School activities over the weekends and based on the official details arranged with the HoS.
  - Oversee the movement, behaviour and hygiene of Boarders
  - Ensure all Boarders staying in attend breakfast, lunch and dinner. That these boys are appropriately attired as outlined in boarding guidelines
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### **Knox Boarding Environment:**

- Ensure that the School buildings, plant and equipment used by the Boarders are kept tidy, cared for, maintained and regularly refurbished in line with the overall School development and maintenance planning.

### **Availability:**

- Ensure that all members of the House Team are accessible to Boarders appropriately.

### **Relationships:**

- Provide prompt and cheerful service within Knox Boarding
- Assist in developing effective communication links within the School community
- Contribute to the building of positive human relationships within the Boarding Community
- Collaborate in team building processes within the Boarding Team
- Provide support and loyalty to professional colleagues

### **Team Leadership:**

- Exercise effective team leadership for the development and support of an efficient Stage Team and in line with the concept of Team that underpins the organisational structure of Knox Boarding.

### **Shared Vision:**

- Assist the HoS and the AHoS to lead the Boarding House, in collaboration with colleagues in the Boarding Team, towards the achievement of excellence in Boarding at Knox.

## **SKILLS & QUALIFICATIONS**

- Experience in supervision coaching and mentoring of adolescents
- Experience in boarding desirable
- Professional and personal integrity
- Flexible and open to change
- proactive and innovative
- Effective interpersonal communication skills
- Ability to work in a collaborative environment
- Demonstrated ability to build a cohesive team working towards common goals.
- A demonstrated understanding of the particular developmental needs of boys and how this impacts on all aspects of Boarding
- Excellent communication skills both oral and written including a high level of computing skills
- An empathy for the particular issues encountered by international and isolated students in boarding environments and experience in dealing with such issues
- An ability to engage in student advocacy
- Conflict resolution skills
- First Aid and/or CPR qualifications

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## WORKPLACE HEALTH & SAFETY

The Weekend Supervisor will actively support and contribute to the maintenance and development of a safe working environment by:

- reporting incidents or accidents to the appropriate staff as soon as possible
- working within the WHS management systems that have been adopted by the School.

The Weekend Supervisor will be fully aware of the Emergency & Evacuation Procedure and Lock Down procedure.

## LENGTH OF TENURE AND APPRAISAL

The Weekend Supervisor is appointed on a casual basis and will be rostered to work on Saturdays and/or Sundays during term time. No guarantee is made to provide continuous or regular employment or more than one engagement. The Weekend Supervisor will undergo processes of performance appraisal at regular intervals.

## TERMS OF EMPLOYMENT & REMUNERATION

Remuneration for the position will be commensurate with qualifications, skills and experience and in accordance with the terms and conditions of the *Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017*.

Superannuation Guarantee at the current legislative rate will be paid by the school in addition to salary.

*Please note: All staff are subject to mandatory screening procedures in line with Child Protection Legislation*