



ST. BRIGID'S
COLLEGE

POSITION DESCRIPTION CASUAL BOARDING HOUSE PARENT

POSITION TITLE: Boarding House Parent
LEVEL: In accordance with The Mercy Education Ltd Non-Teaching Staff Enterprise Bargaining Agreement 2015 – Part VII Boarding House Parents
HOURS: Casual as required

ORGANISATIONAL RELATIONSHIPS

Position reports to: Head of Boarding via the Boarding House Shift Supervisor
Supervision of: Boarding Students
Internal Liaison: All departmental staff and students
External Liaison: Community groups, College suppliers, general public, parents or guardians

POSITION OBJECTIVES

- To efficiently contribute to the provision of a quality welfare and education service to boarding students. Assisting in offering an individualised nurturing environment where respect toward others and a happy community atmosphere prevail. To value all and apply a sensible and monitored approach to caring for the students.
Boarding House Parents provide a valuable contribution toward the Mission and Values of St Brigid's College.
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CORPORATE ACCOUNTABILITY

- Comply with the College's Code of Conduct, management directives and approved policies and procedures.
 - Avoid participation in activities that may represent a conflict of interest with the obligations and responsibilities of your role/position.
 - Exercise discretion and maintain confidentiality in dealing with sensitive and high level issues.
 - Display and promote the type of leadership and activities that will positively influence team culture and business performance.
 - Deliver effective use of the College's resources (staff, equipment and other) within the levels of accountability.
 - Ensure compliance with the College's corporate values in the management and delivery of programmes, as follows:-
 - Continuous improvements.
 - Organisational wellbeing.
 - Customer service.
 - Money matters.
 - Safety.
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KEY DUTIES / RESPONSIBILITIES

Students well-being and welfare

- The Boarding House Parent is responsible for the welfare and well-being of students within the boarding house and aim to provide a caring, safe and happy environment that is 'home like' as possible.
- The Boarding House Parent will take a positive interest in the activities of each and every boarding student.
- The Boarding House Parent is an integral part of the welfare team which is responsible for the efficient organisation of the boarding experience.
- A Boarding House Parent should show concern for the boarders and provide a supportive and structured environment where every student is known and feels a sense of belonging.
- The Boarding House Parent is to be vigilant so that student's social, school or academic issues be reported to the Head of Boarding, who will respect this confidence and assist in solving such issues.
- The Boarding House Parent assists the Head of Boarding in implementing the College pastoral care programs.
- The key to a successfully performing the Boarding House Parent role is to ensure that your relationship with the students is caring yet demanding of College standards.

Environment

- Ensure that every student is provided a safe, healthy and comfortable living environment.
- Encourage and develop the family-like character of the Boarding House and the College.
- Support and encourage a Team yet family approach to the care of all students.
- Foster and maintain open, regular communication with parents and guardians of students.
- Establish and maintain workable communication with the Head of Boarding and other Boarding House staff.
- Foster and maintain open, regular communication with relevant teaching staff at the College.

Organisation and Preparation

- Support Boarding House rules, guidelines and procedures set out in the Staff Handbook and Boarding House Handbook.
- Ensure consistency and fairness by following the guidelines for student management.
- Hold regular meetings with students in your care.
- Foster the Catholic ethos of the College – attend weekly liturgies and be active in ensuring the students are appropriately respectful during these liturgies.
- Encourage boarders to accept responsibility for their own progress academically and personally and for the development of the Boarding House community:
 - Encourage sound homework and study habits by establishing set routines.
 - Ensuring routines such as bed time, study times and leave times are followed consistently.
 - Ensure communal living rules are kept.
- Take responsibility for all students' wellbeing within Boarding and supervise day to day activities:
 - Make time to get to know each student. Make contact with each student at least twice during each shift.
 - Ensure you greet each student in the morning and say "Goodnight" to her each evening.
- Responsible for the supervision of students on excursions and socials as directed by the Head of Boarding.



- Ensure students are prepared for College on Sunday evenings, e.g. uniform clean, bag packed with Organiser, PE requirements and homework.

Administration

- Effective documentation and record keeping.
- Ensure supervision of areas such as the Dining Room, Library, School Pool and School grounds is maintained.
- Liaise with the Head of Boarding in matters concerning the boarders and the day to day running of the Boarding House.
- Responsible for collecting and confirming the Weekend Leave Arrangements for each student.
- Administer and record the administration of medication, including prescription medication.
- Be familiar with the fire evacuation plan for the College Boarding House, including the duties assigned to the Area Wardens and the Chief Warden.

Room Maintenance and Cleaning

(To ensure a clean and healthy environment)

- Encourage pride in the Boarding House by ensuring it is well maintained and comfortable.
- Ensure that a healthy routine is maintained and that standards of cleanliness, hygiene and healthy life choices are taught and carried out.
- Responsible for the efficiency and attaining the high standard of cleanliness and security set by the College in the Boarding House at the beginning and end of each term. Ensure that each room is ready for the students' arrival.
- Report maintenance required by the Boarding House and communicating this to the Head of Boarding.

Logistics and transportation

- Conducting offsite transport for boarders including sport and airport departures/arrivals as instructed by the Head of Boarding.
- Assist the Head of Boarding and College Nurse in the arrangements and transportation of boarders to appointments – routine and emergency.

Other

- Ensure that attention to manners and supervision is given in the Dining Room.
- Fulfil all rostered duties.

EXTENT OF AUTHORITY

Authority to act within established practices and to make decisions within clearly established guidelines.



REQUIREMENTS OF THE POSITION

Working Relationships:

- Head of Boarding via the Boarding House Supervisor;
- Other Boarding staff;
- Students;
- Parents and parent groups;
- Vendors and external contractors

Key Results Areas:

Behavioural Descriptors:

- Act as a role model, setting examples in language, grooming, hygiene and integrity.
- Demonstrates warmth and compassion, while also being assertive when dealing with standards of behaviour.
- Communicates effectively through face to face interactions with students, colleagues and guardians.
- Demonstrates an understanding of the St Brigid's College Vision and Values by implementing appropriate pastoral support for boarding students.
- Use initiative and take responsibility for all tasks undertaken.
- Exercise judgement and solve problems within the scope of the position.
- Undertake tasks with confidentiality, accuracy, professional competency and within prescribed deadlines.
- Maintain confidentiality at all times.
- Undertake safe work practices.
- Undertake other duties as directed.

Team Participation:

- Work closely and cooperatively with all staff members.
- Contribute positively and constructively with the College community.
- Ensure performance consistent with the ethos, aims and objectives of the College.
- Capacity to manage multiple reporting lines proactively and constructively.

People Management:

- Promote a work environment that empowers, motivates and develops the diverse talents of people.
- Address issues and conflict resolution.

Customer Outcomes:

- Exhibit awareness of the need for sensitivity in dealing with all members of the St Brigid's community together with those in the wider community.
- Identify and meet internal and external customer needs and ensure that agreed customer expectations such as timely and accurate responses are met.
- Deliver exceptional customer experiences.



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Experience and Qualifications:

- Ability to maintain confidentiality of records and information.
- Ability to maintain both paper-based and electronic records and filing systems.
- Ability to deal with ambiguity, pressure and change and readily adapt to new environments and subject matters.
- Demonstrated commitment to contributing to a positive and constructive team environment.
- Demonstrated high level of organisational ability and initiative including capacity to set priorities and work to deadlines.
- Ability to work effectively in a busy environment.
- Ability to cultivate productive working relationships in a small team environment.
- A high level of initiative and ability to achieve results.
- Excellent communication and team-working skills.
- Strongly developed interpersonal and communication skills, including well developed listening skills.
- Understanding of risk management principles.
- Understanding of the principles of Equal Opportunity, Industrial Democracy and Occupational Health and Safety.
- A clear commitment to the objectives and ethos of Catholic Education.

Qualifications / Training

Essential

- Commitment to the vision and values of St Brigid's College;
- Current Working with Children Check;
- Current cleared 'Crim Trac' National Police History Check;
- Current Senior First Aid Certificate
- Completed, or undertake to complete Accreditation to Work in a Catholic School;
- Be an Australian or New Zealand citizen or have permanent residency in Australia, or have a visa with relevant Australian work rights from the Department of Immigration and Citizenship.

Desirable

- Suitable qualifications and/or experience in the field of Boarding House Parent.
- Current WA "C" class drivers licence
- MR Class drivers licence with F Extension
- Residential Duty of care Certificate

Personal Attributes

- Initiative;
- Flexibility;
- Reliability;
- An understanding of and empathy with teenage girls.
- Ability to demonstrate care and compassion;
- Ability to work cooperatively as part of a team;
- Ability to work independently as necessary;
- Ability to communicate well with a wide range of people;
- Cultural sensitivity towards students from various cultural backgrounds;
- Commitment to continued professional and personal development.