



## **POSITION DESCRIPTION**

### **BOARDING SUPERVISOR (HOUSE MOTHER)**

Santa Maria College is nestled in picturesque gardens overlooking the Swan River in Attadale, Western Australia. It is a Years 5 – 12 Catholic school for girls, both day and boarding with 1280 students including 150 boarders. Santa Maria offers a quality education inspired by Jesus Christ and the vision of Catherine McAuley.

#### **POSITION DESCRIPTION**

The House Mother is responsible for the knowledgeable and compassionate day to day care of boarding students whilst they are in residence. A House Mother will know each student in their care as an individual and will offer a nurturing environment where there is trust, respect and kindness. The House Mother will actively and positively contribute to the provision of quality care and education to all boarders in our community.

#### **KEY RELATIONSHIPS**

The House Mother's line of management will be through the Head of Boarding and ultimately to the College Principal. The House Mother is required to work collaboratively with: Boarders, Boarding Parents, Boarding Coordinators, Boarding Administration Assistant, College Nurses, College Psychologists, Catering Staff, Cleaning Staff, Property Services Staff, Bus Drivers, boarding parents and boarding students.

The outline of this role is as follows:

#### **1. VALUES, SKILLS AND QUALIFICATIONS**

- The ability to work independently, and as part of a team
- Effective written and verbal communication skills
- Good knowledge and understanding of the current issues and interests of tween/teen girls
- Depth of understanding of duty of care and of risk aversion and compliance in the workplace
- Current first aid and CPR qualifications
- Possession of, or willingness to apply for, Working with Children certification
- Willingness to complete the ABSA Duty of Care Course
- A current driver's license and confidence in driving a '12 seat commuter' van. Having an F class bus license is desirable
- To understand the importance of safety of all members of the community, including evacuation and lockdown procedures
- Competently complete reporting, e-mail, storing and searching documents and to use the REACH leave program, using competent information technology skills
- Previous experience in a supervisory role and with working with young adults is preferred

#### **2. PERSONAL ATTRIBUTES**

- A professional and positive role model to boarders, boarder parents and staff of the College in dress (grooming), attitude, communication, lived faith and work ethic
- To have respect and understanding of the Catholic faith, Mercy traditions and the College Vision, Mission and Values
- To be welcoming, compassionate, approachable, positive and friendly face to face, on the phone and in written communication

- Ability to maintain confidentiality on all matters relating to the Santa Maria College and the Santa Boarding Community
- Appreciative of the special nature of this work, being confidential, loyal, honest, trustworthy, respectful, kind and ethical in all circumstances
- Be able to work cooperatively and collaboratively as part of a team
- Be reliable and punctual for all duties, meals, meetings and activities
- To be diligent, resilient, pro-active, healthy and energetic
- Be able to maintain a happy and positive morale amongst boarders, boarding and College staff and boarder parents
- Use initiative, reason, compassion, patience and knowledge of tween/teen girls when dealing with boarders

### **3. MAIN RESPONSIBILITIES**

#### **3.1 General**

- Support the College Mission, Vision and Values
- Support and live the Boarding Community Values of trust, respect and kindness
- Be accountable to the Head of Boarding
- Comply with the College's Code of Conduct, management directives and policies and procedures
- Be fully conversant in the College's specific child protection policies and procedures
- Be a positive and pro-active member of this high-quality boarding community. A team member who builds positive work relationships with all boarding staff
- Show commitment to the staff GROW!Program, performance management and professional development
- Be involved in College Functions as required by the College Principal or Head of Boarding
- Follow all other directives from the College Principal and Head of Boarding

#### **3.2 Pastoral Care**

- Care for and supervise boarders of all age levels with compassion, empathy, kindness, consistency and fairness
- Be aware of the individual needs of each girl in your care at all times; wellbeing, medical conditions and health, successes, concerns, etc.
- Exercise disciplinary measures in accordance with the Boarding Community guidelines and code of conduct regarding behaviours and choices made by boarders
- Build a positive, knowledgeable relationship with the boarders in your care (and their parents/ guardians) whilst also nurturing the welfare of all girls in our Boarding Community.
- Support, supervise and promote student involvement in, and commitment to extra-curricular programs through College co-curricular activities and boarding community recreation and sport opportunities. These opportunities keep the girls busy, challenge them, maintain their fitness and use their talents to exercise leadership
- Create an environment where girls' self-esteem and sense of worth are enhanced, and where values of trust, respect, kindness, responsibility, tolerance, initiative, co-operation, compassion, acceptance of the differences in others and striving for excellence, are foremost
- Develop independence and self-reliance by supporting each boarder to make informed and well-thought out decisions, in preparation for independent living
- Educate girls in regard to their personal hygiene, health, behaviour, safety and dress standards
- Be actively involved in the transition of new boarders and the Boarder's Orientation programs
- Know, understand and cater for the individual needs of each boarder in your care
- Establish positive parent links and maintain parent contact as necessary. Telephone each family at least once a term and document the main points of the conversation on REACH

- Be focused on the boarders in your care at all times when on duty and not be distracted by administrative and/or organisational needs or personal matters. This includes personal studying, television, telephone calls of a lengthy social nature, and visitors
- Create fun, laughter and celebrations; particularly ensuring that birthday celebrations for each boarder is very special

### 3.3 Academic Care

- Know the academic ability, strengths and areas of improvement of each boarder in your care
- Support each boarder, encouraging sound homework and study skills, to enable her to reach her academic potential
- Actively supervise study each night for the boarders in your care, closely monitoring the effective use of study time and completion of work set by the College
- Liaise with appropriate staff, and monitor SEQTA academic information, regarding the progress and performance of boarders in your care
- Assist and support boarders during study time

### 3.4 Faith

- Ensure prayer is part of each house weekly meeting
- Co-ordinate Mass for the house as required, including preparing readers for Mass
- Attend and supervise Mass and/or Liturgies in boarding and at the College, as required
- Actively take part in prayer, Mass, liturgies as an important aspect of College life
- Encourage each boarder to become involved in lived faith and community service activities

### 3.5 Boarding House

- Provide a welcoming and warm environment for all boarders in your care, and their parents and families
- Efficient organisation and administration of Boarding guidelines, procedures and routines in an positive, active and supportive manner, to maintain a safe, positive, clean and well-maintained house (inside and outside)
- Ensure routines and guidelines for boarders are carried out consistently
- Actively maintain vigilance and your duty of care for your boarders by making your presence felt, by frequently moving about the main body of the House
- Facilitate in-house and on campus boarding activities, e.g. games, projects, river walks, cooking, special breakfasts etc.
- Attend and actively supervise boarders at Recreation Activities on and off campus; understanding and knowing the risk management plan for each activity
- Drive boarders to activities and/or appointments as required using the boarding car and/or boarding 12-seater van
- Attend and supervise dinner and other meals as required
- Organise House shared responsibilities, and support and supervise all boarders in the completion of their shared responsibilities
- Ensure all boarders are ready for school on time, having completed their shared responsibilities and other duties required by boarders each morning
- Check that all information on notice boards is current and appropriate each morning and afternoon, according to daily handover notes
- Be aware of ongoing events within the Boarding House and Community e.g. after-hours classes, private tutoring, sports training and games
- Ensure the incoming House Mother is fully informed of operations, arrangements and actions
- Always leave and hand over the House in a clean and tidy state for the next House Mother
- Management and supervision of visitors to the house and the boarding community
- Manage, supervise and support the weekly changing of bed linen by all boarders and manage the laundering of linen via the external laundry agency

### **3.6 Maintenance / Environment**

- The management of the maintenance, cleanliness and tidiness of the House and its facilities and the boarders' rooms is the House Mother's responsibility when on duty
- Report any required repairs via the online MEX system
- Ensure all emergency equipment is present and fully functional
- Maintain familiarity with all safety procedures, including emergency and lockdown procedures
- Ensure the Boarding House environment, both internal and surrounds, is safe and tidy at all times

### **3.7 Administration**

- Know and understand all boarding and College policies and procedures
- Effective documentation and record keeping
- Use the REACH program to manage leave, complete duty notes and roll calls and to note conversations, disciplinary actions taken, incidences and successes
- Report any incidents of concern or interest, requiring disciplinary action or special need to Head of Boarding.
- Communication and medical reports on REACH should be read by the House Mother immediately at the beginning of each shift, and recommendations implemented
- A daily detailed report is to be made by each House Mother each time on duty via REACH
- Complete Boarders reports as required, at the end of each semester and at the end of Term 1 for new boarders
- Know the whereabouts of all boarders at all times, using REACH and by regularly walking around the house
- Ensure Boarding Community schedules and guidelines are strictly adhered to
- Attend hand-over meetings with the Head of Boarding
- Meet with the College Nurse as required
- Strictly adhere to boarding medical processes

### **3.8 Professional Development**

- Attend First Aid, CPR and mandatory reporting training, and other professional development as required by the Head of Boarding and/or College Principal
- Complete the GROW! program and Performance Management, as per College requirement.
- Undertake further training and professional development for growth in the role as House Mother
- Attend staff meetings as required e.g. general staff meetings, boarding staff meetings
- Attend compulsory Boarding and College functions as required by Head of Boarding and College Principal

## **4. TERMS OF APPOINTMENT**

### **4.1 Salary**

The Boarding Supervisor salary is linked to Independent Schools (Boarding House) Supervisory Staff Award, (No.A9 OF 1990) and The Roman Catholic Archbishop of Perth Non-teaching Staff Enterprise Bargaining Agreement 2014. The Level/Step is in the range of 3rd Year to 8th Year Supervisor depending on experience, as detailed in Contract of Employment

### **4.2 Working Hours**

- 9 shifts per fortnight. Weekend shifts will form part of roster
- Shifts are from 3pm until 9am the following morning and 9am to 3pm on weekends

#### **4.3 Leave Conditions:**

- Annual Leave must be taken during school holidays
- All staff are expected to attend Staff Professional Development Days at the commencement of each term as directed by the Head of Boarding and/or College Principal
- All staff are expected to attend a Boarding Staff meeting each term
- Staff may be required to work extra hours during Year 12 exams, and on other occasions if required

#### **4.4 Child Safety**

- Have an understanding of the CEWA Child Safe Framework
- The successful applicant will be subject to a Working with Children Check and a national Police Check
- Our College undertakes several screening processes to ensure the appropriate protection of the boarders in its care. This may include one or all of the following; reference checks, qualification checks and professional registration