



Guildford Grammar School

POSITION DESCRIPTION

Position Title:	Boarding Supervisor
Date established:	December 2024
Reports to:	Director of Boarding

POSITION OVERVIEW

This position is a collaborative role whereby the incumbent will aim to make boarding as much like home as they can, and to nurture students in their care as they grow and develop. This role will be responsible for assisting in the supervision and care of the Boarders, whilst working collectively to ensure the physical, pastoral and emotional well-being of each boarder. In our Boarding House, our aim is to provide a safe, caring and happy environment, where students find friendship in work, sport and activities. Boarding is a unique opportunity to learn to be considerate, courteous, respectful, tolerant of others and the importance of co-operation and responsibility.

REQUIRED COMPETENCIES AND SKILLS

Education and training

- Relevant industry experience working in a boarding position (highly desirable)

Administration

- Be efficient and effective in the maintenance of commitments such as daily record keeping.
- Be flexible, positive and supportive of decisions and requests made (sometimes at short notice), exercise flexibility with discretion.
- Support the decisions made by the Director of Boarding, Deputy Heads of Boarding, Boarding Coordinators and other staff members when conferring with parents.

Personal Attributes & Values

- Be cognisant of the difficulties and challenges faced by boarders.

- Demonstrate a commitment to the Purpose and Values of the School.
- Contribute the running of an effective team of Boarding House workers.
- Be supportive of the ethos and values of the Anglican tradition of the School.
- Have the ability to provide cross cultural communication, emotional and physical support.
- Be responsible and held accountable for continuing compliance with the School's Child Safe and Child Safe Reporting Policy. It is expected that all staff will maintain contemporary knowledge of the Policy and enact the Policy at all times. All staff have a responsibility to immediately raise any concerns they have about Child Protection to the Principal.

KEY RESPONSIBILITIES AND TASKS

Boarding Supervisors are appointed to assist in the supervision and care of the Boarders of Guildford Grammar School. All Boarding Supervisors are responsible for:

- Providing formal supervision as determined by the Director of Boarding. And be visible members of the Guildford Grammar School Boarding community.
- Work collectively to ensure the physical, pastoral and emotional well-being of each boarder.
- Be an active 'presence' in the Boarding house.
- Contribute to the running of the Boarding community in a way that both fosters and encourages an acceptance of all members and tolerance of individual differences.
- Assist students to understand and meet expectations in terms of courtesy and behaviour, as well as their personal hygiene and their management of such matters as dress, laundry, tidiness and personal organisation.
- Attend all boarding meetings each term and in-service/training (first aid, bronze medallion, duty of care talks, fire drills, etc.) as required.

The following is an overview of the standards and expectations of Boarding Supervisors. These include, but are not limited to:

General

- Know where the students are at all times.
- Be highly visible in your role as Supervisor on Duty.
- Move around and through all areas of the Boarding House.

- Monitor health of boarders and refer to Medical Centre as necessary.
- Ensure medications are administered appropriately, record medications given and follow protocols regarding secure storage of medications.
- At all times while on duty you should be an active presence in the Boarding house.
- Ensure rooms and hallways are tidy before students leave each morning.
- Ensure students adhere to the daily schedule.
- See that TV rooms, kitchens and games room are tidied prior to 'lights out'. Take pride in the state of the House whilst on duty.
- Boarding Supervisors are to inform the Director of Boarding via email of any duty swaps.

Meals

- Ensure all students attend each meal during your shift.
- Ensure standards of dress and behaviour are maintained.
- Ensure no food or drinks are taken from the Dining Room.

Morning

- Wake students up.
- Move to breakfast when all students are out of bed.
- On returning to Boarding house, ensure all students complete designated jobs and prepare for the day.

Evening

- Work with the other Boarding Supervisors to ensure the evening mealtime is conducted in the appropriate manner. A high standard of dress, manners and behaviour is always expected.
- Ensure the Dining Room is clean after dinner.
- The time in between dinner and the beginning of Prep is student free time. It is usually spent watching TV, chatting, playing impromptu games and/or getting organised for Prep. The Boarding Supervisor should be visible; move around and talk with the students.
- Follow-up absences and be able to account for whereabouts of all students.
- Supervise Prep diligently.
- At Prep break, ensure that students are sensible and quiet out of respect for those who wish to do more prep or go to sleep early.
- Active supervision is essential at this time.

- Make sure that students are preparing for bed at the correct time.
- Ensure students are in their own rooms and lights are out by the allotted times.
- Visibly move through the Boarding House to facilitate the settling of the students.
- Only leave the Boarding House when you are certain that all students are settled, even if this is later than your prescribed finish time.

Prep

- Ensure all students are on task during prep.
- There should be no movement to visit other students or retrieve items from lockers.
- Make sure no use of mobile phones during prep.
- Computers should be used for academic purposes only, not social networking.

Pastoral Care Guidelines

- Effective pastoral care requires the highest level of supervision during all shifts in the Boarding House. Implicit in this is that the professional standard of, and expectations during, supervision is consistently high across all staff.
- Boarding Supervisors should not initiate direct contact with parents regarding their child. If a Boarding Supervisor feels that there is an issue important or serious enough for contact to be made with parents, this should be passed on to the relevant Boarding staff member. If parents contact a Boarding Supervisor directly the Boarding Supervisor should refer the parent to the Director of Boarding.
- Boarding Supervisors must comply with the Schools Child Safe polices and procedures.

This position description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.