

Senior Resident - Boarding



Introduction

The role of Senior Resident within the boarding community is an important position. This position encompasses a number of different roles that must be performed to ensure the safe operation of the boarding house. You are a confidant, supporter, pastoral carer, motivator, contact, supervisor, mediator and disciplinarian to the boarding students within your boarding house.

Reporting Relationships

- All staff are appointed by the Principal and this position is directly responsible to the Principal for proficiency and conduct.
- This position reports directly to the House Parent on duty or Head of Boarding for operational requirements.

Purpose

The Senior Resident works as part of a team of responsible persons who provide a warm, friendly, homely environment to all the boarders in their care. The Senior Resident will need to attend to the pastoral needs (social, emotional, physical and spiritual) of all boarders. Senior Residents support both House Parents and the Head of Boarding where requested.

The position is suitable for persons who enjoy working with adolescents and who are willing to supervise students and assist them in their studies, general organisation of school preparation, social integration and living space organisation.

Key attributes

- Supportive of the College's ethos and values;
- A current First Aid Certificate is essential;
- A current Positive Notice blue card for Child Related Employment is essential;
- The role requires the incumbent to be:
 - An effective team member;
 - Supportive of College and boarding policies, rules and procedures;
 - A role model in terms of behaviour, language, dress, grooming, hygiene and integrity;
 - Honest, trustworthy and ethical;
 - Mature, thoughtful and careful;
 - Friendly and approachable;
 - Reliable and punctual;
 - Energetic, proactive and having initiative;

- Able to speak calmly, quietly, politely and respectfully to all students and staff;
- Firm, but fair and positive in disciplining boarders for infringements of rules and unacceptable behavior;
- Able to carefully consider discipline suitable for a particular infringement which can be justified to parents and the Head of Boarding;
- A positive role model;
- Able and willing to provide individualised care for each student.

Duties and responsibilities

Boarders

- Ensure that students understand and adhere to school policies which involve the application of knowledge in depth in some area;
- Provide pastoral care (security and welfare) to the nominated group of boarders and seek direction from the House Parent and Head of Boarding as required;
- Ensure boarders rise and attend to personal hygiene prior to breakfast, and before dinner and bed;
- Inspect rooms for cleanliness, hygiene and appearance of each living and common room area;
- Check boarders present for morning, afternoon and evening activities and socialising;
- Supervise at study and homework and provide assistance as needed;
- Dispense medications and record as required;
- Supervision of student activities and outings where direction and judgement are required, involving the pastoral care and welfare of students and general functions of the boarding house;
- Attend and supervise in Dining Room as required;
- Supervise grounds when boarders are in the residence;
- Oversee departure and return of boarders on weekend leave;
- Address all instances of inappropriate or unacceptable boarder behaviour. Refer serious breaches to the House Parent or Head of Boarding;
- Assist boarders with managing their clothing which includes checking it is adequately marked, they understand the laundry procedures and which uniform is appropriate for school;
- Ensure boarders manage homework and pack books/bags/sports uniforms/ etc;

Parents/Families

- Receive incoming calls from parents and respond to requests as required;
- Advise the House Parent or Head of Boarding on all occasions where parents are seeking, or wishing to provide feedback;
- Develop an understanding of the culture of each individual boarder and their family heritage.

Staff

- Liaise with fellow boarding staff on duty at all times with regard to the care and discipline of the boarders;
- Attendance at “In-service” days as arranged by the College and/or Head of Boarding.
- Engage with, read, understand and comply with respective manuals, handbooks and training structures put in place by the College and Head of Boarding;

- Liaise with the Health Centre personnel as necessary in relation to health matters concerning boarders;
- Be able to effectively manage own time and responsibilities, seeking guidance from the Head of Boarding if necessary.

Administration

- Administer boarding files appropriately and accurately, with due care and confidentiality;
- Consistently apply leave procedures with respect to boarder application, parental approvals, and weekend sign-out and sign-in procedure;
- Maintain appropriate security of the boarding house office;
- In addition to, and in conjunction with the above, perform such other duties as may be directed by the Principal (or delegate) from time to time, having regard to qualifications, training and experience.

Workplace Health & Safety:

The objective of the WH&S Act 2011, is to prevent a person’s death, injury or illness caused by a workplace, by a relevant workplace area, by work activities, or by plant or substances for use at a workplace. To meet this objective, exposure to the risk of death, injury or illness must be prevented or minimised. To achieve this, the Act establishes a framework by imposing WH&S obligations on certain persons who may affect the health and safety of others.

Peace Lutheran College Staff are accountable for the day to day control of their respective operations. In addition to the mandatory duties imposed by the statutory requirements, staff have specific duties within the Work Health and Safety Plan (see PLC intranet).

Management has the major responsibility for establishing safety policies and procedures however, most of what is planned and established must reach the staff on the job by way of supervisors and staff who are in frequent and close association with workers and students.

Conclusion:

Senior Residents work in partnership with other areas of the College i.e. academic, pastoral and social. You are working in partnership with parents and guardians.

I.....as “Senior Resident” have read and understood the Role Description as outlined above.

Signed.....Date.....