



# SOMERVILLE HOUSE

## HONOUR BEFORE HONOURS

### Senior Boarding Supervisor (Weekend)

#### Position Description

#### About Us

Somerville House, a day and boarding school for girls established in 1899, is the landmark in girls' education, providing exceptional educational for students from Pre-Prep through to Year 12. Somerville House students have the opportunity to participate in an extensive academic, sporting and cultural program, while receiving high standards in personal care and individual attention within the School community.

Somerville House is a member of the Presbyterian and Methodist Schools Association (PMSA). The PMSA is a mission of the Presbyterian and Uniting Churches.

#### The Role

This is a permanent, part-time position, 12 hours per week, commencing in Term 1 2019 (2 February). The Weekend Boarding Supervisor is required to work each Saturday and Sunday, during school term-time. This includes public holidays that may occur during the term.

All staff, including Boarding staff, are required to participate in the Staff Induction Program and Staff Professional Development sessions in the week prior to School commencing each year.

The Somerville House Boarding Supervisors aim to create a friendly and caring environment, where students and staff can live happily and harmoniously, and develop the necessary social and community skills to be responsible members of society.

Each Boarding House is supervised by a Senior Boarding House Supervisor and all Boarding staff have a number of specific areas of responsibility in relation to the general care and welfare of the boarders.

#### Working Arrangements

**Award:** Educational Services General (Staff) Award 2010, as varied or amended from time-to-time  
**Classification Level:** Level 5

#### Reporting Relationships

All Boarding staff report directly to the Head of Boarding for all matters concerning the Boarding House and students, and the Principal thereafter.

#### Key Responsibilities

- Overseeing the day-to-day operations of the Boarding House, be accountable when on duty
- Monitoring all procedures and guidelines to ensure compliance with all Workplace, Health and Safety, when supervising students and activities
- Promoting a climate where Boarding staff and students share mutual respect, care, trust and concern for the welfare of each other
- Encouraging good personal hygiene, neat and tidy appearance, and care of clothing and footwear
- Exercising the use of good manners, courtesy and communal living
- Supervising and assisting students with homework, assignments and assessments during study time, and ensuring that students maximise the use of their time
- Liaising with senior leaders
- Listening to home news and problems, and to the joys and disappointments of day-to-day activities in the school; assisting students in resolving social and emotional problems
- Assessing student needs and planning to develop strategies to support these needs
- Monitoring and reporting progress of vulnerable students
- Supporting families through ongoing contact with parents and guardians concerning student welfare
- Providing first aid assistance to boarders when required
- Participating in the general care, tidiness and security of the Boarding House buildings and the cleanliness and attractiveness of associated grounds
- Working collaboratively with all members of the school community

- Other duties as required by the Head of Boarding.

### **Skills and Qualities**

- Ability and willingness to comply with School and PMSA Policies and directions, as well as the Rules of the Boarding House
- Excellent level of communication, interpersonal and negotiation skills, with demonstrated ability to encourage and motivate students, and appropriately interact and establish good working relationships with all members of the School community
- Support the Head of Boarding and other staff members; support decisions made by the Head of Boarding, and other staff members when conferring with parents
- Ability to be flexible in unforeseen circumstances; exercise flexibility with discretion
- Accept responsibility for students and situations that occur while on duty
- Ability to be impartial and objective in all dealings with the students; never play favourites
- High level of integrity, trustworthiness, empathy and humour necessary to address the practicalities of a vibrant and dynamic educational environment, along with the creativity, and persistence required to elicit new thinking and change
- Ability to maintain strict confidence
- Self-motivated, reliable and responsible
- Personal grooming and dress appropriate to the School and the position
- Proactive in modelling a healthy lifestyle and good eating habits
- Willing to participate in professional development and training as required
- Ability to work autonomously
- Ability to be proactive in all aspects of administrative tasks, including problem resolution
- Excellent attention to detail with the ability to multi-task
- Confident user of ICT and associated programs (MS Windows, Word, Excel and maintenance management applications)
- Initiative
- Demonstrated ability to meet demanding schedules and deadlines, individually and as part of a team
- Current Blue Card (Working with Children) or be eligible to apply for a Blue Card
- Current Senior first-aid and CPR qualifications (or willingness to complete this training upon commencement)
- Demonstrated support for the School's traditions and Christian ethos.

### **Other Information**

Meals are provided for all Boarding staff, when on duty.

At times, due to the school program, or in special circumstances, it may be necessary for staff to work above and beyond the 'normal' duties (to attend outings or accompany students to medical appointments).

Boarding staff may be expected to accompany the girls to special events in the School, from time-to-time throughout the year. These include Speech Night, Choral Festival, QGSSSA Swimming Carnival, Head of the River and the special Boarders' outings at the beginning of each Term, other social arrangements as approved by the Head of Boarding.

Staff on duty, with students in their care, must remain in residence.

If applicable, staff rostered on overnight duty may retire after 10:30pm, however, they are required to be on-call to respond to the emergency needs of students during the night, and attend to early morning wake-up supervision of students participating in co-curricular activities. Staff are free to leave at the completion of their rostered duty and should return in time to prepare for duty in the afternoon, if required.

### **Application Process**

All applications must include the official Employment Application Form for Non-Teachers, available in the *Careers at Somerville House* section of our website, as well as current Curriculum Vitae, including the contact details of three (3) professional referees.

Applications should be addressed to the Head of Boarding, Somerville House, and must be forwarded by email to [employment@somerville.qld.edu.au](mailto:employment@somerville.qld.edu.au).

**Applications close 3:00pm Friday 25 January 2019.**