



Pymble Ladies' College

POSITION DESCRIPTION

Title: Assistant House Supervisor

Reports to: House Supervisor

POSITION SUMMARY

The Assistant House Supervisor is accountable to the Director of Boarding in all aspects of the position and reports on a day to day basis to the House Supervisor. The Assistant House Supervisor is one of the residential or non-residential staff and also acts in a leadership role as second in charge, accountable for responding to students in the absence of the House Supervisor. This role provides support for the operational aspects of the Boarding House and is responsible for ensuring that students are safe and supported in a strong and caring environment.

ROLE RESPONSIBILITIES

- 1. Enact the wellbeing philosophy of the College in the provision of care and support for students**
 - 1.1 Contribute to the maintenance of a warm and caring environment within the Boarding House by demonstrating respect for students and an intrinsic concern for their wellbeing.
 - 1.2 Develop professional and supportive relationships with students and staff.
 - 1.3 Know and relate to students as individuals to promote self-efficacy and demonstrate to each student her value as a unique individual.
 - 1.4 Identify and respond to students who require assistance or who are identified as requiring specialised levels of care.
- 2. Demonstrate an understanding of student needs as they relate to supervision and care**
 - 2.1 Maintain active supervision at all times including evening preparation time and provide support to individual students who require assistance.
 - 2.2 Ensure that students are safely accommodated in the appropriate areas before lights out.

- 2.3 Discharge the school's legal obligations with respect to Duty of Care and WH&S particularly in relation to maintaining a safe environment.
- 2.4 Be accountable when on duty for the security of the Boarding House.
- 2.5 Monitor students' night needs and respond appropriately.
- 2.6 Communicate with the House Supervisor on the physical, emotional, spiritual and academic well-being of Boarding students.
- 2.7 Support students in relation to their individual special needs.
- 2.8 Maintain a regular and thorough check of students' rooms and the common areas within the Boarding House.
- 2.9 Monitor students with health issues and communicate through regular updates to the House Supervisor.

3. College and Boarding policies and procedures

- 3.1 Support and remain up to date in all College and Boarding specific policies and procedures. This specifically includes applying general Boarding House rules in a consistent and fair manner.
- 3.2 Attend all compulsory training programs as identified for College staff.
- 3.3 Promote positive student behaviour and refer on to the House Supervisor when necessary to address inappropriate behaviour.
- 3.4 Identify, report and assist in the follow-up of any matters relating to the care and wellbeing of Boarders as requested by the House Supervisor and/or the Director of Boarding.
- 3.5 Attend to all maintenance problems or health and safety issues and communicate this to the House Supervisor.
- 3.6 Demonstrate the ability to implement standards and expectations for students in a caring and sensitive manner.

4. Contribute to a strong culture of care in support of the wellbeing of students

- 4.1 Maintain the tone of a stable environment for students by performing duties in a professional and calm manner.
- 4.2 Develop a rapport with students as individuals and demonstrate support for the College vision of personalising education through the 'know, guide and challenge' philosophy of student care.

- 4.3 Demonstrate interest in each student and encourage her to lead a fulfilling and balanced life through participation in the broad range of activities offered at the College.
- 4.4 Interact in a manner that is professional yet reflective of the students' developmental stage in relation to their level of autonomy, decision-making and time management.
- 4.5 Develop and maintain supportive and collegial relationships with team members in support of student outcomes.
- 4.6 Respond immediately to any call for assistance throughout the night from students or other members of staff.
- 5. Ensure timely and accurate records as are maintained**
- 6. Communication**
 - 6.1 Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.
- 7. Risk and Compliance**
 - 7.1 Report directly to the Principal on any matters relating to child protection.
 - 7.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.
- 8. Professional Learning**
 - 8.1 In partnership with your Manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.
- 9. Other duties may be required from time to time**

PERSONAL CAPABILITIES

- Willingness to support the ethos and values of the College.
- A strong desire to work with students and contribute to the nurturing process.
- Ability to contribute to the development of a strong culture of pastoral care within the Boarding House.
- Provision of effective management in supporting the administration of the operational aspects of the Boarding House.
- Ability to act as the second in charge in the absence of the House Supervisor.
- Knowledge of the relevant legislation, standards and practices relevant to boarding environments.

- Ability to develop positive and supportive relationships with students, parents and staff and to demonstrate interpersonal skills that will sustain quality relationships.
- Understanding of the requirements implicit in Duty of Care and ability to support the expectations of the College in relation to the care of students.
- Willingness to work productively and collaboratively as a member of a team.
- Ability to communicate effectively and in a professional manner.