

Pymble Ladies' College

POSITION DESCRIPTION

Title:	Residential Leader - Vision Valley
Date updated:	10 May 2022
Reports to:	Deputy Head of Campus - Vision Valley

Position Purpose and Objectives

Vision Valley is a conference and outdoor education facility located at Arcadia, forty minutes' drive from the main Pymble campus. Uses for Vision Valley span Pymble programs and commercial programs for schools, community groups and businesses. Pymble programs will include Outdoor Education, curriculum studies, wellbeing retreats, community and staff events. Outdoor Education forms a foundational part of a Pymble education, and the Vision Valley campus is a crucial site for the continuum of learning and experiences for students.

The Year 9 Residential Program at Vision Valley is a unique experience which provides students from diverse backgrounds the opportunity to learn more about themselves, others and the natural environment. Our aim is to create and sustain a challenging, friendly, safe and secure environment for students that supports active engagement in all aspects of the Program.

The Residential Leader has a clear passion for working with students in a residential setting. They are committed to the exemplary care and wellbeing of students and are diligent in providing supervision and leadership for the student's residential experience. As members of the Vision Valley team, Residential Leaders work collaboratively to build a strong and connected Vision Valley community and a reputation of excellence for the College's Year 9 residential program.

During each shift the Residential Leader will live onsite, be responsible to the Deputy Head of Campus – Vision Valley and work closely with other key stakeholders. Central to the role of Residential Leader is the ability to provide leadership to the students and maintain a strong wellbeing focus in a functional, consistent, safe and home-like environment.

The Residential Leaders will be rostered across a seven-day roster and will be on call overnight on each rostered night. The typical shift for Residential Leaders will commence in the late afternoon and end the morning following, with supervision and mentoring across afternoon, evening and morning activities including mealtimes.

Core Job Role Accountabilities

1. Provide exemplary and comprehensive care to facilitate the physical, emotional, spiritual, academic and social wellbeing of Year 9 students at the Valley.

- 1.1 Foster a positive and resilient culture reflecting the five core values of the College: care, courage, integrity, respect and responsibility.
- 1.2 Understand and respond accordingly to the student's developmental stage in relation to their level of autonomy, decision making and time management.
- 1.3 Create and sustain an atmosphere of care, support and respect by setting and maintaining clear expectations for students.
- 1.4 Communicate with the Deputy Head of Campus in relation to the holistic care of each student.
- 1.5 Actively foster the development of positive and productive relationships with the students and their families to enable students to achieve their personal goals and maximise their stay at Vision Valley.
- 1.6 Enhance the student experience through active involvement in key elements of the program whilst on shift including student duties, recreation activities and health and physical fitness sessions.
- 1.7 Facilitate and/or attend local medical appointments with students if required and appropriate.

2. Provide effective leadership and administrative management of all students in the allocated pod at Vision Valley.

- 2.1 Work with the Deputy Head of Campus to support the unique and distinctive culture for students at Vision Valley.
- 2.2 Work collegially with fellow residential leaders to maintain a functional, consistent, safe and home-like environment in the lodge.
- 2.3 Contribute to a unified Vision Valley community through the development of supportive relationships with all staff.
- 2.4 Adhere closely to processes and procedures to enable students to effectively manage their daily routine.
- 2.5 Facilitate the administration of medication to students in the pod to meet College and legislative requirements.
- 2.6 Inform the Deputy Head of Campus of any concerns occurring during the course of duty.

- 2.7 Be an inclusive member of the Vision Valley community and demonstrate the skills to support others by welcoming new members and sharing community information.
- 2.8 Maintain accurate and timely student records following College guidelines and procedures.
- 2.9 Support and assist the Deputy Head of Campus to implement special programs designed to enhance the Residential Program experience.

3. Communication

- 3.1 Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.
- 3.2 Support the Deputy Head of Campus with to communicate with families in writing on a weekly basis, by sharing regular feedback and anecdotes about the students in Stringybark Lodge.

4. Risk and Compliance

- 4.1 Report directly to the Principal on any matters relating to child protection.
- 4.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and emergency response practices.

5. Professional Learning

- 5.1 In partnership with the Deputy Head of Campus continuously align your skills and professional learning requirements to ensure that you are meeting the obligations of your role.

6. Other duties may be required from time to time

Position and Leadership Capabilities

- ***Accountability and Decisive Action***
You are committed to getting things done through making timely and well-considered decisions and bringing projects to a close.
- ***Interpersonal Effectiveness***
You are recognised for your insightful and empathetic approach which sees you connect authentically with staff across the College.
- ***Individual and People Leadership***
You demonstrate a highly inspirational outlook with high standards of performance for yourself and others.

Core Skills, Knowledge and Experience

- Demonstrated passion for working with students in a residential setting and dedication to supporting their physical, emotional, spiritual, academic and social needs.
- Willingness to support the ethos and values of the College.
- Ability to develop positive and supportive relationships with students, parents and staff and 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 in the residential setting.

Required Qualifications

- Current driver's licence (desired)
- Current First Aid Certificate or willingness to obtain.