

POSITION DESCRIPTION

RESIDENCE SUPERVISOR



POSITION HOLDER:	Vacant
SECTION:	Walker House
POSITION REPORTS TO:	Director of Residence
REPORTS TO POSITION:	Nil
CLASSIFICATION:	The Friends' School (General, Early Learning & Fitness Staff) Enterprise Agreement 2024 – General Staff - Classification TFS Level 6
STUDENT CARE:	Yes
PERIOD OF APPOINTMENT:	Fixed-Term – One Year
PERCENTAGE OF FULL-TIME:	As per your contract of employment

PURPOSE

The Residence Supervisor is responsible for the welfare and supervision of students in Years 7 to 12 who are boarding in the School's Boarding House. Supervision includes during meal times, in supervised study times and some out-of-school activities. They will actively and positively contribute to the provision of quality care and education to all boarders in our community.

PRIMARY DUTIES

To support the Director or Assistant Director in the following aspects:

- Ensure that you report any child safeguarding issues with the appropriate mandatory reporting processes and promote a culture where children feel empowered to voice their concerns in creating a child safe environment.
- Work with other staff to ensure the health and wellbeing of students in residence.
- Manage and assist with the order and routines in the residence.
- Assist with the management of the personal and social development of students in the residence.
- Support the daily routines of the house and provide support to students to follow these.
- Promote the development of all students in line with the Purpose and Concerns of The Friends' School.
- Answering the main residence telephone and taking messages as required.
- Assist with supervision of sick students at Walker House.
- Organise and assist with the serving of food at the residence.

- Work with the students to maintain a tidy, clean and welcoming home environment for them to live in.
- Assist with the supervision of homework and the study skills program and support students with academic studies within your skill set
- Arrange medical appointments and transport students to such appointments when the Director is unavailable to do so.
- Contribute to preparing and implementing social events and activities for the residents.
- Assist with supervision during the Terms 1 and 3 holidays and other activities as required.
- Complete electronic incident forms in relation to incidents or potential incidents/ work place health and safety issues at Walker House.
- Observe and action electronically maintenance requests as they arise within the residence.
- Relieve for other Residence Supervisors for sickness and other leave if required.

DELEGATIONS

- Nil

KEY RELATIONSHIPS

- Assistant Directors of Residence
- Residence Supervisors
- Students and parents

SELECTION CRITERIA

1. Understanding and experience of the 10 National Child Safe Standards which strive to protect children and young people from abuse and neglect.
2. Proven ability to communicate effectively with students, staff and parents.
3. Proven experience in working with students either in a voluntary or paid capacity or within your own school experience.
4. Ability to organise and implement activities in line with the interests and abilities of the students in residence.
5. Demonstrate a genuine warmth and interest in the residential students.
6. Experience in or the capacity to supervise unwell students and provide low level medical care.
7. Have the ability to work safely in the boarding house and be fit to undertake the inherent requirements of the position. Have the ability to comply with all work health and safety requirements for the Boarding House and the School.
8. Show strong support for the Purpose and Concerns and ethos of The Friends' School.
9. Must hold a current drivers licence, first aid certificate, Tasmanian Working with Vulnerable People registration (employment) and have a National Police Check (less than 6 months old).

C O N F I D E N T I A L I T Y

A School environment is one where you will have access to highly confidential information, therefore it is critical for the School to explicitly state the following:

Definition

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of The Friends' School;
- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by The Friends' School;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the financial position or reputation of The Friends' School; and
- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

Your obligations

- You are expected to:
- use Confidential Information solely for the purpose of performing your duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information;
- not remove any Confidential Information from the School's premises without its prior consent;
- not (except in the normal course of carrying out your duties) copy or duplicate any Confidential Information without the consent of The Friends' School and immediately notify The Friends' School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

Signed acceptance of the above position description:

Name: Date: