

## RESIDENCE SUPERVISOR – LIVE-IN




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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 2021 – General Staff - Classification TFS Level 6
STUDENT CARE:	Yes
PERIOD OF APPOINTMENT:	Permanent, Part-time – length of contract to be negotiated with a minimum commitment to the end of 2024
HOURS PER WEEK:	30 hours per week (comprising three evening shifts and five additional hours per week). On call three nights per week.  Accommodation and Board included

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## PURPOSE

This Residence Supervisor role is a live-in position and is responsible for the welfare and supervision of students in Years 7 to 12 who are boarding in the School's Boarding House. They will actively and positively contribute to the provision of quality care and education to all boarders in our community.

## PRIMARY DUTIES

- 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.
- To be responsible for promoting a child safe environment within your area of supervision and the School. To champion this important priority and provide leadership through up to date child safe guarding training for yourself and your team annually and ensure that the Child Safeguarding and Mandatory Reporting Policies are followed. Ensure an environment where children, parents and staff feel comfortable raising concerns in their area of supervision.
- To support the Director or Assistant Director in the following aspects:
  - 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.
- Supervision of students during meal times, in supervised study times and some out-of-school activities and other times as required.
- Promote the development of all students in line with the Purpose and Concerns of The Friends' School.
- Answering the duty telephone and taking messages as required.
- Assist with supervision of sick students at Walker House including providing low level medical care, when required.
- 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 Terms 1 and 3 holidays and other activities as required.
- Complete electronic incident forms in relation to incidents or potential incidents/ workplace health and safety issues at Walker House.
- Observe and action maintenance requests electronically as they arise within the residence when the Director of Residence is unable to do so.
- Relief for other Residence Supervisors for sickness and other leave if required.

#### DELEGATIONS

- Nil  
However, the position-holder may be required to procure goods within their area, using a School purchase order. The purchase order limit will be set by the Head of Department. Invoices resulting from these purchases must be authorised by the relevant budget holder.

#### KEY RELATIONSHIPS

- Assistant Directors of Residence
- Residence Supervisors

- Housekeepers
- Students
- Parents

## S E L E C T I O N   C R I T E R I A

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. Demonstrated a genuine warmth and interest in the residential students.
5. Experience in or the capacity to supervise unwell students and provide low level medical care.
6. Have the ability to work safely in the boarding house and be fit to undertake the inherent requirements of the position and to comply with all work health and safety requirements for the Boarding House and the School.
7. Show strong support for the Purpose and Concerns and ethos of The Friends' School.
8. Must hold, or be willing to apply for, a satisfactory current Tasmanian Working with Vulnerable People registration (employment) and provide 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: .....

Signature: .....