

POSITION DESCRIPTION

Whitsunday Anglican School is devoted to providing for students in a caring environment, a first-class education aimed at developing their best qualities, broadening their horizons, preparing them for the ever-changing demands of a career, and equipping them to meet and enjoy the challenges of life in the twenty-first century.

The major functions of the School Board are the appointment of the Principal, the fixing of the annual budget and the fixing of school policy. The day to day running of the school is the responsibility of the Principal, in the role of Chief Executive Officer. All staff are responsible for carrying out their duties.

In performing their duties, all members of staff are expected to:

- Promote and foster the effectiveness of the School
- Reflect and nurture the vision of the School in the course of their work
- Demonstrate commitment to Christian leadership through vision, service and example
- Motivate and energise staff, students and parents by fostering quality relationships and community development through dynamic and collaborative leadership
- Provide effective leadership through the use of well-developed conflict resolution and negotiation skills
- Promote the need for integrity, confidentiality and professionalism at all times and lead by example.
- Maintain professional competence and current knowledge in educational trends.
- Consistently demonstrate commitment to the school core values of Christianity, Tolerance, Excellence, Dignity and Trust.
- Demonstrate loyalty, confidentiality and support for the Principal and the School at all times.

Position: Booth House Mother – (Boarding House Supervisor Level 4)

Reports to: Head of Boarding

SCHOOL'S VISION STATEMENT: Learning through Love, Living by Faith, Leading with Service.

SCHOOL'S MISSION STATEMENT: Within a framework of Christian values provide an engaging and supportive learning experience that achieves the best outcome for the individual.

APPOINTMENT

All School rules apply within the boarding house. The Head of Boarding coordinates boarding policies and oversees the administration, pastoral care, and discipline of the boarding community.

In normal circumstances the boarding House Mother reports directly to the Head of Boarding. The boarding House Mother is considered to have accountabilities on par with that of a boarding house supervisor Level 4.

If a problem arises and the Head of Boarding is off campus, the boarding House Mother should contact the Head of Boarding on mobile phone in the first instance, or the Assistant Head of Boarding. If this is not possible, the Head of Staff and Student Development or the Principal should be contacted.

The position of House Mother at Whitsunday Anglican School is seen as a significant role in the community and is an opportunity to deliver care and focus on student well-being in a vibrant and important part of our School.

The rewards emanating from the position are rich and diverse. The House Mother should feel free to discuss these duties and responsibilities with the Head of Boarding and/or the Assistant Head of Boarding.

ACCOUNTABILITIES

The boarding House Mother is:

- to assist the Head of Boarding in the implementation of the School's pastoral care policy and encourage in each student an understanding and acceptance of the spiritual and moral basis of life.
- to be the 'mother' figure of the boarding house towards students and staff alike.
- to complete those duties rostered to an individual by the Head of Boarding.
- to complete meal duty as part of the weekly duty roster and to expect high standards of behaviour and manners at those meal times.
- to assist in the monitoring of Leave throughout the week. Leave policy will form a different document and will be governed by the Head of Boarding and the Assistant Head of Boarding.
- to provide student supervision if required or on duty. Staff on duty are to ensure that homework begins on time, is quiet and that students are doing school work.
- to attend meetings as called by the Head of Boarding.
- to be vigilant so that a student's social, school or academic problems be reported to the Head of Boarding or his/her assistant, who will respect this confidence and assist in solving such problems.
- Understand and comply with all legislative School and Work, Health and Safety policies and practices.

GENERAL

- Dress - There is an expectation that the House Mother sets high standards of dress and deportment.
- Use of School facilities - All Boarding Supervisors must ensure that the boarding house is secure at all times.
- Boarding Supervisors must not discuss colleagues with students.
- All serious behavioural problems must be reported to, and handled by, the Head of Boarding, e.g. bullying, smoking, consumption of alcohol and/or drugs, contravening the Child Protection Policies, breaching the Whitsunday Anglican School Staff's Code of Conduct.
- Boarding Supervisors are required to hold a Positive Notice Blue Card for Child Related Employment, a current First Aid and CPR certificate and a manual driver's licence. It is also a requirement that "Duty of Care" Booklets 1 & 2 are completed, inductions – Child Protection, Work Health and Safety, Staff Code of Conduct, Acceptable Use and other I.T. Policies, Bullying and Harassment Policy.

RELATIONSHIPS WITH STUDENTS

The key to a successful period as a House Mother is to ensure that your relationship with students is caring yet demanding of standards, friendly and professional, diligent and positive. It is important that it be recognised that this School's view of Pastoral Care does not imply that students and staff are equal and peers, and consequently all Boarding Supervisors must ensure that their approach with students is professional at all times.

Boarding Supervisors:

- should not mix socially with students unless at a School function. This safeguards your position as much as the Schools.
- should not engage current students in a social media platform, either by a friend list or any other means. This expectation safeguards you as a staff member and ensures that an appropriate level of authority exists in our boarding and educational environments.
- may only organise outings with the approval of the Head of Boarding and/or the Assistant Head of Boarding.
- must not visit students after lights out unless it is part of the normal duty.
- must be fully aware of the School's Child Protection Policy as it relates to their own dealings with students and any reported dealings with students of which they become aware.

All staff at Whitsunday Anglican School are to:

1. DUTY OF CARE:

- Be responsible for and supervise matters relating to Risk Management within the area of responsibility as detailed in the Safety Management System. This includes ensuring staff are operating in accordance with School policy in this area and that appropriate evaluation processes are in place and operative.
- Act as an appropriate role model for students and staff.
- Actively support the School Code of Behaviour and Rules and insist on acceptable standards of behaviour in students and staff.
- Encourage students and staff to take responsibility for their own actions and make them aware of the need to show respect for others in interpersonal relationships.
- Know and implement Emergency and Accident procedures.
- Follow Workplace, Health and Safety procedures.
- Report irresponsible or improper behaviour to the relevant manager or Head, indicating what action you took.
- Report student or staff problems (academic/work related/personal) to the relevant manager or Head, indicating what action you took.
- Report continuing or significant behavioural problems and academic or work related problems to the relevant manager or Head at the earliest opportunity.
- Be punctual to work and work related commitments.

2. PASTORAL CARE:

Provide supportive and effective Pastoral Care by:

- Insisting on just actions and encouraging gentleness, kindness and integrity in interpersonal relationships.
- Encouraging students and staff to use pastoral care and personal development opportunities provided.
- Reporting students' and staff needs promptly to the relevant manager or Head.
- Ensuring that the School environment remains clean and pleasant.
- Participating in the holistic life of the School.

3. GENERAL

Demonstrate support for the School's philosophy, policies and procedures, core values and commitment to the Anglican ethos by:

- Ensuring daily behaviour reflects the School's ethos and values.
- Fulfilling responsibilities outlined in the School's Child Protection Policy.
- Ensuring records of communication are maintained and provided to other relevant staff members as required.
- Communicating effectively with all teaching staff, parents, students and all other staff.
- Playing an active role in supporting the cleanliness and safety of the school site.
- Encouraging cooperative parent contact and fostering positive community attitudes toward the School.
- Following safe working procedures developed for the School.
- Completing an Incident Report Form for all incidents that occur through ERM.
- Reporting any Workplace Health and Safety concerns or hazards immediately to the Workplace Health and Safety Advisor.
- Co-curricular involvement.
- Responsible fulfilment of Hours of Duty

Other duties as may be required from time to time

- Given the dynamic environment in which the School exists, the Principal reserves the right to alter the position description at any time to reflect emerging priorities and needs. Every effort will be made to consult regarding such alterations.