



POSITION DESCRIPTION

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.

Position: Booth House – Boarding Resident Staff

Reports to: Head of Boarding

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

This appointment is for a defined period and will be reviewed at the conclusion of your original contract duration.

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

In normal circumstances Resident Staff report directly to the Head of Boarding. The Head of Boarding will allocate duties, establish routine and generally guide and monitor the performance of Resident Staff.

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

The position of Resident Staff member at Whitsunday Anglican School is seen as a significant role in the community, and is an opportunity to develop considerable experience in a vibrant and important part of our School.

The rewards emanating from boarding life are rich and diverse. All Resident Staff should feel free to discuss these duties and responsibilities with the Head of Boarding or the Assistant Head of Boarding.

ACCOUNTABILITIES

DUTY

Resident Staff are:

- 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 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 mealtimes.
- 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 supervision at homework time. Staff on duty are to ensure that homework begins on time, is quiet and that students are doing schoolwork.
- To attend Resident Staff 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.
- To participate in the supervisory roster for weekend boarding, as negotiated.

GENERAL

- Dress - There is an expectation that Resident Staff set high standards of dress and deportment.
- Use of School facilities and Residence - All Resident Staff must ensure that the boarding house is secure at all times. Any request to have friends visit with a view to accommodating them for a night or more, must go through the Head of Boarding or the Assistant Head of Boarding who will have discretion in this matter. There are to be no other people staying in Resident Staff accommodation when students are present. There is an expectation that these facilities be kept tastefully decorated and tidy. Staff accommodation is allocated by the Head of Boarding and is subject to change at times to meet operational needs.
- Resident staff 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.
- Residential Staff 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.

OTHER

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.
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- 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.

RELATIONSHIPS WITH STUDENTS

The key to a successful period as a Resident Staff member 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 Resident Staff must ensure that their approach with students is professional at all times.

Resident Staff:

- Should not mix socially with students unless at a School function. This safeguards your position as much as the School's.
- 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 which they become aware.

RESIDENCY REQUIREMENTS

- Resident Staff must stay in residence during Term time. This requires a member to be domiciled in the boarding house during the week even when he/she is not on duty. If Resident Staff need to be absent overnight, and this should be a rare occurrence, he/she must seek the approval of the Head of Boarding.

OPEN DOOR POLICY

- Boarding at Whitsunday Anglican School asks that all Resident Staff be prepared to have the doors of their 'homes' open both in a literal and metaphorical sense. This means that staff should be prepared to have their door open even when they are not on duty. Obviously, the need for privacy at certain times is recognised, but as a general rule, Residential Staff must be prepared to constantly communicate with the students and support the Resident Staff on duty by having an open door.



- Resident Staff are **NOT** permitted to have any boarders/day students in their rooms under any circumstances. This policy is in place for the ultimate protection of students and staff.

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.

Child Protection

All employees of Whitsunday Anglican School are required to familiarise themselves with the Student Protection in Anglican Schools Policy and Procedures. It is required they have a responsibility for the promotion and safeguarding the welfare of students with whom they come into contact and ensure compliance with the Schools' Child Protection Policy Statement at all times. If during the course of carrying out their duties, an employee becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns with the Student Protection officer immediately.

ACKNOWLEDGEMENT

I have received, reviewed and fully understand the job description for this position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____