



Background

The idea to establish an independent school in the Great Southern Region arose from the educational needs of families desiring an independent school alternative closer than metropolitan Perth. To meet this need, Great Southern Grammar was founded in 1996 by a Development Committee, which refined the concept and put a business plan in place. Great Southern Grammar was incorporated in 1998 and those who had worked to establish the School became the first Board of Trustees. The Board of Trustees established the inaugural School Council. The School Council as the governing body of GSG are the educational and financial authority for the School.

The School opened in 1999 with 36 students at the temporary Mt Melville Campus. The building master plan was commenced to establish permanent facilities at Lower Kalgan. The School moved into its new home on the shores of Oyster Harbour in Term One of 2000. When local Noongar elder Aiden Eades spoke at the opening ceremony of the School he stated, "The School grounds are of special significance to local Noongars, with the Kalgan and King rivers meeting close by. Never forget that this is Noongar land but you are welcome to use it, especially for the use of something like education."

Mission Statement

To provide the young people of the Great Southern Region and beyond, a world class school, incorporating a liberal education, the Christian faith and a maritime heritage.

Context

Great Southern Grammar is committed to providing students with a well-rounded education that imparts valuable life skills and prepares young people to participate and achieve in their community and society. We are committed to:

- providing students with a broad and balanced education by encouraging participation in as many learning areas as possible;
- assisting students to recognise and value their gifts and talents and to develop these in appropriate ways;
- encouraging students, through their exposure to Christian teachings, to explore issues of faith, spirituality and values;
- enabling students to develop and appreciate the important place that integrity, respect, tolerance and compassion have within the context of a modern society.

Role Purpose

A Boarding Supervisor works as a member of the Boarding team and ensures that the appropriate duty of care is provided to boarding students at all time.

Expectations:

- Work as a member of the Boarding team and be fully supportive of the Head of Boarding, the House Parents and fellow Boarding Supervisors.
- Ensure that the appropriate duty of care is provided to boarding students at all times.
- Follow Great Southern Grammar's policies and procedures to ensure that boarding is a safe, caring, co-operative, bully free and drug free environment.
- Behave in a proactive manner when on duty. Spend time among the students, walk the floor, listen, observe and act. Enjoy conversation with Boarders in your care.
- Be conscious and respectful of the co-educational nature of the GSG Boarding community. Male staff members must never supervise an all-girls House, or visit the rooms of female boarders at any time unless they are in the company of a female staff member or it is an emergency situation.
- Ensure that the interaction with all students is positive, fair and consistent.
- Attend boarding meetings when required and communicate your ideas and information at these meetings in a professional manner.
- Maintain an enthusiastic approach to boarding and promote good family values.
- Show flexibility to alter or do an additional duty as requested by the Head of Boarding.
- Maintain a current first aid qualification and driver's licence (LR or MR with an F class endorsement).
- Maintain a current Working with Children Check card.
- Boarding Supervisors are strongly encouraged to complete the Certificate of Residential Care.

Responsibilities:

- Be responsible to and supportive of the Head of Boarding and the House Parent.
- Liaise effectively with the Head of Boarding and the House Parent on matters pertaining to student health, behaviour and general well-being.
- Welcome students on their return to the boarding house at the end of each day at 3.15pm.
- Escort students to and from the Dining Hall for the evening meal. Supervise and maintain acceptable standards of behaviour and enforce the required dress code.
- Oversee the room cleaning roster for their shift. Rooms are also to be tidy before a student goes on **any** leave.
- Maintain a reasonable and fair noise level within the boarding house.
- Administer first aid when, and if required, or arrange for transport to a medical practitioner.
- Administer individual student medication and record the details on the medical file. Liaise and refer student illnesses and injuries to the school nurse on her daily morning visits.
- Liaise with the Boarding Recreational Officer as required.

- Coordinate and supervise Boarders' breakfasts and lunches (particularly when cooking) on weekend shifts.
- Supervise prep time diligently and liaise with the tutors if required.
- Supervise boarders diligently during afternoon tea, dinner, supper, prep/study time and bed time.
- Answer incoming phone calls and respond to the House emails.
- Greet and communicate with parents, Leave Hosts, School staff and other visitors to the House.
- Collect mobile devices, iPads and laptops in accordance with Boarding ICT Policy. This applies during prep time and bed time.
- Take responsibility to see that boarders' rooms are neat and tidy before they depart for school each day and before going on day/weekend leave. On school mornings, beds are to be made, floor to be clear, room to be tidy, doors and windows open for the rooms to be ventilated.
- Report any maintenance needs to the House Parent through the use of the Supervisor's Report Sheet.
- Complete other duties that may be requested by the Head of Boarding or Head of House.
- Participate in Boarding Staff Professional Development as required.
- With the aid of the REACH management system, complete roll calls, shift reports and pastoral care comments.

Day Boarding House Supervisor: Responsibilities

Boarding staff are employed during the School day as a boarding house **Day Supervisor** and will be responsible for the following:

- Liaise with the School Nurse regarding boarders' medical appointments.
- Transport boarders to their medical or other appointments.
- Order, purchase, collect and distribute supplies for the boarding houses on request.
- Clear the Boarding pigeon hole in the GSG Administration office.
- Distribute documentation, mail, and newspapers to the respective boarding houses.
- Ensure that student files are maintained and that Boarding Medical Forms are in order.
- Report any boarding student absences to the Student Services Office or email 'absentees'.
- Check and attend to unwell Boarders **every hour**, across **all** boarding houses as required.
- Organise snacks, drinks, meals and administer medication for sick students.
- Communicate to the House Parent, Head of Boarding, School Nurse, Catering Manager, Grounds staff and Administration Office as deemed necessary.
- Be available for Boarders' emergency daily needs.
- Attend to general office administration. This may include answering telephone calls, responding to emails, arranging and recording appointments.
- Assist with laundry matters as required.

Hours of Duty

Boarding House Week *Evening and Weekend Supervisors*

Weekdays:

Evening Shift : 3.00pm to 10.30pm (Equals 1 shift)

Weekends:

Day Shift: 8.00am to 3.30pm (Equals 1 shift)

Evening Shift : 3.30pm to 10.30pm (Equals 1 shift)

The shift rosters are filled through informed discussions between the supervisory staff, the Head of Boarding and the Heads of Boarding Houses.

Where possible staff should commence a shift duty fresh and alert. To do a full shift after a day's work would not be the preferred model but we recognise however, that in some cases this may not always be possible and shifts will still need to be filled.

A member of the GSG team is:

Emotionally intelligent, and is

- A strategic and visionary thinker
- A successful communicator
- A goal oriented achiever
- A visual role model
- A continual learner

Qualifications:

Essential:

- Current Working with Children Check Card
- Current First Aid Qualification
- Current LR/MR class driver's licence, with F class endorsement

Desirable:

- Certificate Course in Residential Care
- Current Surf Rescue (aquatic) Qualification
- Demonstrated experience in a similar role and in being able to create a caring, friendly and welcoming boarding environment.
- Demonstrated proficient communication and interpersonal skills and has an ability to relate well to staff, students and parents.
- Demonstrated outstanding behavioural management capability.
- Demonstrated understanding and awareness of issues related to students development, education and pastoral needs.
- Sound organisational skills and the ability to meet all administrative demands and deadlines.
- Effective communication skills, both written and verbal.
- Outstanding interpersonal and leadership skills underpinned by tolerance, compassion and integrity.
- Understanding and commitment to the enhancement of pastoral care of the students.
- Engage in professional learning and assists and supports the learning needs of others.
- Commit to the School's Mission, Values and Strategic Plan.
- Consistently and without prejudice apply the principles of equal opportunity.
- Supervise and enforce all OH&S requirements within the area of responsibility.

Authorisation

Prepared and authorised by: Head of Boarding

Approved by: The Principal

Date: October 2016

Great Southern Grammar is an Equal Opportunity Employer and provides a smoke free campus.

Acknowledgement

I acknowledge that I have read, understand and commit to the responsibilities and key areas detailed above.

Signed: _____

Name: _____

Date: _____

Sample Checklist

SUPERVISOR'S CHECKLIST

Please check that the following tasks have been addressed prior to the conclusion of your shift.

	TASK	TICK
STUDENT ROOMS	Is the floor free of mess, rubbish in bins, desk tidy, generally tidy?	
KITCHEN	Has rubbish/food scraps been put into the bin?	
	Has all the cutlery and crockery, toasters etc been put away?	
	Have the bench tops and dining table been wiped over?	
	Tea towels folded on the stove door rail?	
	Have all the chairs been placed neatly under the table?	
	Has the dishwasher been packed or unpacked?	
	Bread placed in bread box and lid secured?	
COMMUNICATION TECHNOLOGY	Have all computers been shut down and chairs pushed under desks?	
	Have all mobile phones been handed in?	
	Have all laptops/iPads been handed in?	
RECREATION ROOM	Is it tidy? – Cushions back on couches, equipment off the floor, rubbish in the bins, lights off, door locked?	
WET AREAS	Laundry and bathrooms tidy? Dryers and washing machines off? Not to operate after 9pm.	
	Have the lights and exhaust fans been turned off?	
LIGHTING	Have all the lights been turned off? This includes those in students' rooms, bathrooms, dining area, kitchen, computer room, TV areas and passageways? The outside security lights remain on.	
HEATERS	Have these been turned off?	
SECURITY	Have all the external doors been closed and locked?	
TIMESHEET	Have you filled in your time sheet for this shift?	
OFFICE	Have you turned off the light in the office, set the alarm and <u>locked</u> the door?	
	Please lock the front door as you leave.	