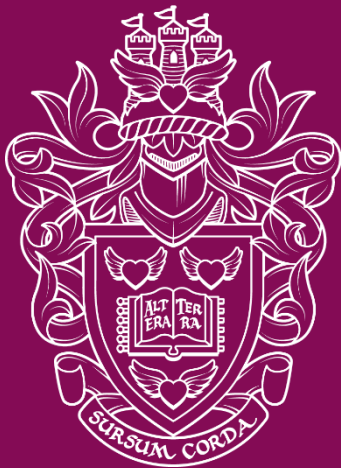




Position Description

Boarding Residential Supervisor



Welcome to our School

Welcome to Haileybury Rendall School where every student matters every day and where our vision is to be the best school in Northern Australia. Our School is closely affiliated with Haileybury and delivers high quality education programs across its four campuses in Melbourne and one in Tianjin, China.

We draw on the experience, expertise and success of these campuses to establish our own plan for the future.

Developing and maintaining a strong academic culture is a top priority. We are fortunate to be able to use the expertise of Haileybury as a base for shaping our educational pathways. Our teaching framework includes the highly successful Explicit Teaching Model in the primary years and the Victorian Certificate of Education (VCE) in the senior years, both of which help drive outstanding results. The strong ties between Haileybury and Haileybury Rendall School also provide numerous opportunities for our community to take part in a broad and exciting range of activities.

Discover more about Haileybury Rendall School at www.haileyburyrendall.com.au

Working with us

Haileybury Rendall School is proudly non-selective when it comes to the students who look to join our outstanding school. We believe in the potential of every child to achieve and contribute.

However, we are by contrast, very selective of staff who wish to work with us, whether they will be guiding our young learners or helping to keep the School operating efficiently and successfully through our Corporate Services department.

Those who join us are passionate about the delivery of innovative academic, co-curricular and pastoral programs that challenge and inspire our students and make a difference in their lives.

As a school we value the linguistic and cultural diversity of our staff and students. Staff are encouraged to contribute experience they may have of working with children from a culturally and/or linguistically diverse background.

Vision, mission and values

Our vision

To be recognised as a great world school.

Our mission

To deliver an exceptional educational experience that fosters the growth of each student through leading teaching and learning programs, a wide array of opportunities, within a culture of high expectations, empowering students to excel.



Our Magenta principles

Everything that we do is centred around our Magenta principles, striving for and achieving more than expected. Our principles support and shape this in our daily work:

- Every student matters every day
- Every staff member matters every day
- Effective practices support sustainability
- One inclusive community

Position details

Position title	Boarding Residential Supervisor
Reports to	Director of Boarding
Employment status	Full-time / Part-time/ Casual

Context

Haileybury Rendall School Boarding Program provides care and accommodation to male and female Secondary students attending Haileybury Rendall School. It is the residential component of the School and has a special emphasis on cross cultural, academic and social learning. The aim of Haileybury Rendall School Boarding is to provide a supportive educational and living environment where 'Every Student Matters Every Day'. When the students complete their education at Haileybury Rendall School Boarding they will be better equipped to pursue meaningful work, tertiary study or leadership roles in their choice of community as self-sufficient citizens.

Responsibilities

The Member of the Boarding Team is responsible for assisting the Head of Boarding. This includes:

- Providing safe and secure environment to the boarding students and staff.
- Undertake shifts in the boarding house working across a roster that includes evenings, mornings, weekends, and extra shifts when required if available.
- Demonstrated commitment and care for the health and wellbeing of students, including awareness of Aboriginal and cross-cultural community needs.
- Support creating a culture that reflects the academic goals of the School, assisting in the supervision and delivery of the homework program for the boarders.
- Effectively communicate with staff and families.
- Ensure that relevant compliance and regulatory standards are being met.
- Fulfil administrative responsibilities with appropriate reporting and documenting of student behaviours and duty of care actions.
- Contribute to a team environment focusing on a strengths-based approach and utilizing a restorative model for managing conflict.
- Assist and engage in the recreational, cultural, social and emotional activities offered



including supervising meals and free time.

Key selection criteria

The Residential Supervisor/Youth Worker will have the following attributes:

- A commitment to excellence in all aspects of boarding operations with a particular focus on Indigenous boarding
- Proven high levels of communication and interpersonal skills
- Ability to foster the support and cooperation of a wide range of people.
- Manage conflict and deliver appropriate advice and reports re: duty of care.
- Strong skills in organisation and management
- Ability to supervise and manage the performance of a diverse range of students.
- A motivated team player with initiative and inclusive of others.
- Ability to work independently and make sound decisions.
- Ability to establish and maintain strong working relationships.

Desirable:

- Knowledge and understanding a school environment
- Indigenous Education experience.
- Indigenous Boarding experience.
- Youth or social work experience.

Personal qualities

- Well organised
- Proactive and shows initiative
- Patient and relationship orientated
- Always shows professional discretion
- Enthusiastic and conscientious
- Ability to be part of a dynamic team

Desirable qualifications

- ABSA (Australian Boarding School Association) Duty of Care – Certificate Course in Student Residential Care.
- Cert IV in Community Services – Student Residential Care.
- Diploma of Youth Work – Student Residential Care.
- Tertiary qualifications.



Inherent qualities

Cognitive demands

- Ability to work with individuals and groups of staff and to handle multiple (sometimes competing) demands from them and from colleagues in a semi-structured environment.
- Ability to carry out high-level responsibilities, and effectively interact and communicate with students.
- Ability to make high-level decisions and/or be involved in high-level decision making.
- Ability to be resilient when dealing with staff and students.

Physical demands

- Ability to sit at a desk or computer terminal for long periods which could lead to headaches or eyestrain.
- Ability to lift/carry parcels of up to 5 kgs for short distances.

Environmental demands

- Ability to work in environments of variable noise levels, temperatures and weather conditions
- Ability to assess whether Personal Protective Equipment (PPE) is required for particular activities and wear as appropriate.

General information

- All general staff need to hold a current Working With Children Check.
- The successful candidate will be expected to support the vision and ethos of the School.
- Haileybury promotes the safety and well-being of children from culturally and/or linguistically diverse backgrounds.
- This position is full-time. Staff are expected to work a combination of shifts, including evening, overnight and weekends..
- The successful candidate will be expected to support the vision and ethos of the School.
- Staff must ensure that all decisions, pertaining to their role at Haileybury Rendall School, are made in line with legislation and Haileybury's Policies and Procedures as set out in the Staff Manual.

Commitment to child safety

Haileybury is committed to the safety and wellbeing of all children, including those under the care and supervision of the School. The School recognises the importance of, and its responsibility for, ensuring a safe and supportive environment which respects the rights of children and fosters their enrichment and wellbeing.

Haileybury's approach to creating and maintaining a child safe environment is guided by the core belief that every student matters every day. The School's mission 'to develop high-achieving students who are connected globally, to each other and to the communities in which they live and serve', can only be achieved if its students are safe, feel safe and are empowered to participate in decisions which affect their lives.



Haileybury's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out Working With Children, police records and reference checks to ensure that we are recruiting the right people. Applicants must familiarise themselves with Haileybury's Code of Conduct and Policy on Relationships between Staff and Students available on our website.

Haileybury has zero tolerance for child abuse in any form.

Further information

Further information about this position is available from the Director of People and Culture, Ben Bishop
Ph: 08 8922 1611.