

## Job Description



ABBOTSLEIGH

*An Anglican K-12 School for Girls*

### Senior Boarding Resident

Reports to Head of Boarding via Boarding Coordinator (level 2)

#### Accountabilities

The primary role of the Senior Boarding Residents is to supervise the physical, emotional and spiritual development of the girls under her care.

A resident works on average of 25 hours of active duty over an 8-week roster as directed by the Head of Boarding. This will include weekend and weekday shifts from either 3 hours to 8 hours. There are 2 residents per house, so they share the days rostered on. A desire to work with adolescents as part of a team of boarding staff, flexibility and a willingness to help when needed is essential! On the job training is of course provided.

#### This requires those on duty to:

- Provide a safe and secure environment to all students while fostering the Christian ethos of the school.
- Show a strong commitment to pastoral care, particularly when working with young people.
- Be responsible for the coordination of staff and students on shift to enable best practice of operations and adherence to school and community expectations.
- Perform any necessary administrative duties including appropriate reporting and documenting of student behaviours and concerns for welfare.
- Proven awareness of Indigenous and cross-cultural community needs, and sensitivities related to working in a cross-cultural environment.
- Proven ability to communicate effectively and politely with students, parents, school staff and members of the public.
- Be available to work across a roster that includes evenings and weekends, including sleeping in the boarding house from time to time during term time
- Adhere to the Abbotsleigh Code of Conduct. A friendly, courteous and reliable manner is expected of all staff.

#### Specific requirements

- A mature and sensible manner, with attention to punctuality, appropriate dress and behaviour
- A current First Aid Certificate
- Keep own living area clean and tidy
- Abbotsleigh is a smoke-free environment, and smoking is not permitted on the premises.
- You must possess enough physical fitness to carry out campus walkarounds, in all weather conditions
- You will have the ability to establish a sound rapport with adolescents and demonstrate sound judgement and work autonomously.

#### Special notes

- Private and mobile phone numbers must NEVER be given out to Boarders or their parents
- Boarding Resident Assistants are permitted to use the sports facilities at Abbotsleigh, including the gym, tennis courts and Aquatic Centre