



## JOB DESCRIPTION & KEY ACCOUNTABILITIES

<b>Job Title</b>	Boarding House Parent
<b>Reporting to</b>	Director of Boarding (DoB)
<b>Relationships</b>	<ul style="list-style-type: none"> <li>• Director of Boarding</li> <li>• Parents/Guardians</li> <li>• Boarding House Parents</li> <li>• Boarding Assistant House Parents</li> <li>• Boarding House Parents</li> <li>• Residential Assistants</li> <li>• Gap Year Tutors</li> <li>• Boarders</li> <li>• Health Clinic Staff (Counsellors, Nurse)</li> <li>• Teachers</li> </ul>
<b>Job Purpose</b>	To manage the boarding house for the allocated year group, ensuring the safety and well-being of students is met and is conducive with the values, policies and expectations as set out by the School Proprietors Board and Trust Board, consistent with the school's Mission Statement.
<b>Principal Responsibilities</b>	
<b>Daily Operations</b>	<ul style="list-style-type: none"> <li>• Cleanliness / Environment / Sustainability</li> <li>• Ensure girls are well organized and meet the requirements and regulations of both boarding and day school.</li> <li>• Administration</li> <li>• Ensure safety and security of students at all times when under care of boarding (i.e that procedures are adhered to).</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Perform designated duties to a high standard according to a roster.</li> <li>• Punctuality is observed. Designated duties are performed as rostered and to the standard required.</li> <li>• House routines are followed and are in accordance with documentation.</li> <li>• Boarders maintain high standards of hygiene, grooming and behaviour.</li> <li>• Issues within designated authority are dealt with appropriately and communicated to the relevant House Parent or Director of Boarding.</li> <li>• Required standards of performance are met and are in accordance with documentation.</li> </ul>

<b>Pastoral Care</b>	<ul style="list-style-type: none"> <li>• Care for students physically, emotionally and spiritually and that their needs are addressed appropriately as and when necessary</li> <li>• Be connected to the lives of the students and their families, fostering positive and harmonious relationships</li> <li>• Boarding ware – ensure leave is monitored, accurate and communicated with staff and parents/caregivers</li> <li>• Prep – ensure students are given the optimum environment and time for academic learning and manage behavior.</li> </ul>
<b>House Life</b>	<ul style="list-style-type: none"> <li>• Contribute to House life and House activities.</li> <li>• Attendance at roll calls and House meetings when on duty.</li> <li>• Active involvement in House life.</li> <li>• Attendance at key House events.</li> </ul>
<b>Security</b>	<ul style="list-style-type: none"> <li>• Assist with the security of the House.</li> <li>• Security of the boarding house is maintained.</li> <li>• Unauthorised access is challenged.</li> <li>• Suspicious behaviour is reported.</li> </ul>
<b>Setting an Example</b>	<ul style="list-style-type: none"> <li>• Maintain appropriate standards</li> <li>• Dress, appearance, and behaviour meet the required standards.</li> </ul>
<b>Dining Hall and Prep</b>	<ul style="list-style-type: none"> <li>• Dining Hall and Prep Rooms are actively supervised.</li> <li>• Maintain required standards of dress and behaviour in the Dining Hall and prep areas.</li> <li>• High standards of dress and behaviour are maintained in the Dining Hall.</li> <li>• Prep procedures are followed, and standards of dress and behavior are maintained, in accordance with documentation.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Maintain effective communication to ensure the wellbeing of students and staff is optimum.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Undertake other reasonable tasks/duties acceptable to the job role as required by the Dean of Boarding.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Participate in performance appraisals, personal and professional development in line with the schools needs and identified personal and professional objectives</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Urgent health and safety issues are dealt with immediately.</li> <li>• Demonstrates a commitment to Health &amp; Safety related policies and procedures to ensure a safe and positive working environment.</li> <li>• Ensures safe working practices and takes responsibility and accountability for own safety and that of students and others within the workplace.</li> <li>• Ensure emergency training is completed and practiced at regular intervals.</li> <li>• Observing safe work practices, rules and instructions relating to work, being proactive in hazard management, reporting unsafe conditions and equipment, reporting an accidents or incidents including near misses.</li> <li>• Support the organisation to achieve good health and safety work</li> </ul>

	<p>practices and environment.</p> <ul style="list-style-type: none"> <li>• Be familiar with the risk register.</li> <li>• Ensuring that action or inaction do not cause harm to oneself, or other people.</li> <li>• Maintaining current knowledge of the use of safety equipment including PPE gear.</li> <li>• Immediately report incidents, accidents and occupational illnesses.</li> <li>• Keeps work area clean and orderly. Free from hazards.</li> </ul>
<b>Core Competency</b>	
<b>Upholds the values of the organisation</b>	<ul style="list-style-type: none"> <li>• To achieve our vision of preparing confident, resourceful and resilient young women to make a positive difference in their world, the WDSG community will promote its values of Courage, Empathy, Integrity, Tolerance, Respect and Diligence, underpinned by the Christian faith.</li> </ul>
<b>Mātauranga Māori</b>	<ul style="list-style-type: none"> <li>• Upholds and practices the traditions, values, concepts, philosophies, world views and understandings derived from uniquely Māori cultural points of view.</li> </ul>
<b>Student &amp; Whanau Focus</b>	<ul style="list-style-type: none"> <li>• Recognises and ensures that high quality service is delivered to our students and parents at all times.</li> </ul>
<b>Quality &amp; Accuracy</b>	<ul style="list-style-type: none"> <li>• Ensures quality of work adheres to company standards at all times.</li> </ul>
<b>Attitude, Work Ethic and Teamwork</b>	<ul style="list-style-type: none"> <li>• Works as an effective member of the team towards achieving the team goals and demonstrates an appropriate work ethic at all times.</li> </ul>
<b>Initiative &amp; Problem Solving</b>	<ul style="list-style-type: none"> <li>• Demonstrates appropriate levels of initiative by thinking outside the box and providing appropriate suggestions or implementing changes as appropriate to job level.</li> </ul>
<b>Time Management/ Flexibility &amp; Multitasking</b>	<ul style="list-style-type: none"> <li>• Manages workloads within appropriate timescales, making use of available tools and resources.</li> </ul>
<b>Professionalism</b>	<ul style="list-style-type: none"> <li>• Behaves in a professional and ethical manner at all times. Reflecting the appropriate company image.</li> </ul>
<b>Leadership &amp; Leading by Example</b>	<ul style="list-style-type: none"> <li>• Motivates and directs students through appropriate participative leadership and displaying the company values at all times.</li> </ul>
<b>Ownership</b>	<ul style="list-style-type: none"> <li>• Takes appropriate levels of ownership for tasks and always delivers.</li> </ul>
<b>Qualifications, Skills and Experience</b>	
	<ul style="list-style-type: none"> <li>• 2+ years' experience in a similar role</li> <li>• Relevant tertiary qualification (teaching), but not required</li> <li>• Clean full driver's license</li> <li>• Intermediate level of Microsoft Office software desirable</li> </ul>

	<ul style="list-style-type: none"><li>• Excellent interpersonal, oral and written communication skills.</li><li>• Excellent time management</li><li>• Excellent analytical and problem-solving skills.</li></ul>
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