



JOB DESCRIPTION & KEY ACCOUNTABILITIES

Job Title	Boarding House Parent
Reporting to	Director of Boarding (DoB)
Relationships	• Director of Boarding • Parents/Guardians • Boarding House Parents • Boarding Assistant House Parents • Deans • Gap Year Tutors • Boarders • Wellbeing Staff (Counsellors, Nurse) • Teachers • Catering Staff and Property Staff
Job Purpose	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.
Principal Responsibilities	
Daily Operations	• Cleanliness / Environment / Sustainability • Ensure girls are well organised and meet the requirements and regulations of both boarding and day school. • Administration • Ensure safety and security of students at all times when under care of boarding (i.e. that procedures are adhered to).
Duties	• Perform designated duties to a high standard according to a roster. • Punctuality is observed. Designated duties are performed as rostered and to the standard required. • House routines are followed and are in accordance with documentation. • Boarders maintain high standards of hygiene, grooming and behaviour. • Issues within designated authority are dealt with appropriately and communicated to the relevant House Parent or Director of Boarding. • Required standards of performance are met and are in accordance with documentation.

Pastoral Care	• Care for students physically, emotionally and spiritually and that their needs are addressed appropriately as and when necessary • Be connected to the lives of the students and their families, fostering positive and harmonious relationships • Boarding ware – ensure leave is monitored, accurate and communicated with staff and parents/caregivers • Prep – ensure students are given the optimum environment and time for academic learning and manage behavior.
House Life	• Contribute to House life and House activities. • Attendance at roll calls and House meetings when on duty. • Active involvement in House life. • Attendance at key House events.
Security	• Assist with the security of the House. • Security of the boarding house is maintained. • Unauthorised access is challenged. • Suspicious behaviour is reported.
Setting an Example	• Maintain appropriate standards • Dress, appearance, and behaviour meet the required standards.
Dining Hall and Prep	• Dining Hall and Prep Rooms are actively supervised. • Maintain required standards of dress and behaviour in the Dining Hall and prep areas. • High standards of dress and behaviour are maintained in the Dining Hall. • Prep procedures are followed, and standards of dress and behavior are maintained, in accordance with documentation.
Communication	• Maintain effective communication to ensure the wellbeing of students and staff is optimum.
Other	• Undertake other reasonable tasks/duties acceptable to the job role as required by the Director of Boarding.
Professional Development	• Participate in performance appraisals, personal and professional development in line with the schools needs and identified personal and professional objectives
Health & Safety	• Follow all health and safety policies and procedures to ensure a safe work environment for yourself, students, and others. • Address urgent safety issues immediately. • Report all incidents, accidents, and near misses. • Participate in all required safety training and drills. • Maintain a clean and hazard-free work area. • Stay familiar with the risk register and the use of all safety equipment, including PPE.

Core Competency	
Upholds the values of the organisation	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.
Mātauranga Māori	Upholds and practices the traditions, values, concepts, philosophies, world views and understandings derived from uniquely Māori cultural points of view.
Qualifications, Skills and Experience	
2+ years' experience in a similar role - Relevant tertiary qualification (teaching), but not required - Clean full driver's licence - Intermediate level of Microsoft Office and Google Apps Suite software desirable - Excellent interpersonal, oral and written communication skills. - Excellent time management - Excellent analytical and problem-solving skills	
Date	
Employee Name	
Employee Signature	