



Christchurch Girls' High School | Te Kura o Hine Waiora

Manaakitanga. Whanaungatanga. Aroha. Rangatiratanga.

Te Whakatūrangā ō Mahi

POSITION DESCRIPTION

Pastoral Night Boarding Supervisor

Reports to	Principal
Responsible to	Director of Boarding
Functional Relationships	Director of Boarding Acland House staff and students Business Manager
Position details	Permanent Part-Time (Rostered Overnight Awake Shifts) across Term time only Typically 10.00pm to 7:00am

Position Overview

The Pastoral Night Boarding Supervisor provides essential care, supervision and support to boarding students at Acland House during overnight hours. The role ensures a calm, safe and secure environment while upholding values and standards of Christchurch Girls' High School Te Kura o Hine Waiora and Acland House. The role also provides administrative support for the school and Acland House.

As a key member of our staff, the Pastoral Night Boarding Supervisor will lead with our values:

Manaakitanga

Leading with moral purpose

Whanaungatanga

Leading by building and maintaining authentic relationships

Aroha

Leading with empathy and understanding

Rangatiratanga

Leading with Mana and empowering others

This document outlines the key duties and responsibilities for the role of Pastoral Night Boarding Supervisor. This job description forms part of the overall employment agreement.

Qualifications and Experience Preferred

- Previous experience working with young people in an educational, residential or care setting is preferred
- Current First Aid Certificate
- Current Full Driver's Licence - passenger endorsement essential

Personal Attributes | *Kā Āhuatanga Whaiaro*

- A high level of discretion, integrity and professionalism
 - Warmth, empathy, patience, and fairness in all interactions with students
 - Commitment to ensuring student wellbeing and safety, using initiative and sound judgment to address issues
 - A calm, courteous, and solution-focused approach, even in high-pressure situations, including emergency situations
 - Organisational, administrative and digital competence
 - Manages responsibilities efficiently while upholding the values of the boarding environment
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Primary Objectives | *Whāinga*

Student Wellbeing, Safety and Security

- Provide overnight supervision and support to boarding students at Acland House, ensuring a calm, safe and secure environment
- Conduct regular checks throughout the night to ensure student safety and wellbeing
- Respond promptly appropriately to student needs, disturbances or emergencies and
- Proactively address emerging issues using initiative and sound judgment
- Demonstrate empathy, patience, and professionalism in interactions
- Foster a respectful and inclusive culture, that values diversity and individual needs

Communication and Standards

- Liaise with day staff and the Director of Boarding to ensure continuity of care and communication
- Maintain accurate records of incidents, student concerns and observations
- Uphold the standards and values of Christchurch Girls' High School Te Kura o Hine Waiora and Acland House.
- Maintain confidentiality on all matters relating to the students, school and boarding house

Operational Efficiency

- Manage time effectively and prioritise tasks to ensure smooth and efficient operations, whilst ensuring student needs are the first priority
 - Perform administrative tasks as required by the Director of Boarding or Business Manager
 - Exercise fairness and impartiality in all decision-making
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Key Accountabilities | *Ngā Takohanga*

Key Tasks	Key Objectives
Student Welfare and Safeguarding	Monitor and Support Student Wellbeing <ul style="list-style-type: none">• Observe student behaviour and wellbeing throughout the night, identifying and responding to concerns with discretion and care• Uphold Acland House's behaviour expectations and disciplinary procedures to maintain a calm and respectful environment• Ensure timely and appropriate responses to student needs or disturbances during the night using sound judgement• Attend to unwell students and arrange emergency medical support when required Emotional and physical safety <ul style="list-style-type: none">• Uphold policies and procedures to protect students' emotional and psychological safety• Take all reasonably practicable steps to ensure physical safety, including identifying and reporting hazards or incidents in accordance with the <i>Health and Safety at Work Act 2015</i> and Acland House policies Maintain Confidentiality <ul style="list-style-type: none">• Maintain confidentiality in all matters relating to students, staff, Acland House and school• Adhere to the Privacy Act 2020 in all communications and documentation

Operational Support	<p>Administration</p> <ul style="list-style-type: none"> • Take responsibility for the boarding house environment, students and office operations while on duty • Perform delegated responsibilities and manage Acland House office systems and procedures professionally during overnight shifts • Maintain accurate and timely records of overnight events, including a written report for handover • Effectively and efficiently uses available financial resources and assets, within delegated areas of authority • Perform administrative duties as required by the Director of Boarding or Business Manager <p>Communication</p> <ul style="list-style-type: none"> • Communicate relevant information to parents, staff and school with discretion, adhering to the Privacy Act 2020 • Inform the Director of Boarding promptly of any serious issues or incidents, ensuring clear and timely manner • Participate in consultation and evaluation processes to support continuous improvement
Health and Safety	<ul style="list-style-type: none"> • Take all reasonably practical steps to protect the physical safety of students • Maintain awareness of emergency procedures and respond appropriately to incidents or crisis • Proactively identify and report any issues pertaining to the safety and presentation of the grounds and facilities, bearing in mind staff and student health and safety
Te Tiriti o Waitangi partnership	<ul style="list-style-type: none"> • Ensure culturally responsive practice and understanding of Aotearoa New Zealand's cultural heritage, using Te Tiriti o Waitangi
Professional Development	<ul style="list-style-type: none"> • Engage in relevant professional development and training to stay current and effective in the role
Contribution to School Life	<ul style="list-style-type: none"> • Engage actively in implementing and fulfilling the obligations of the school and boarding strategic direction • Contribute to and participate in the corporate life of the school and Acland House
Safeguarding	<ul style="list-style-type: none"> • Mandatory Requirement: This position is considered a "safety-checked worker" role under the Vulnerable Children Act 2014. The successful applicant will be required to undergo and pass a full safety check prior to confirmation of employment. • Adhere to and implement relevant policies, practices, and procedures for safeguarding
Health and Safety	<p>All staff are expected to</p> <ul style="list-style-type: none"> • Implement and adhere to all safe work practices and procedures in accordance with the school Health and Safety Policies • Monitor and take care of the health and safety of others within your areas of responsibility and report any hazards in accordance with school procedures • Participate as required in the resolution of Health and Safety issues and training as required
Staff Expectations	<p>All staff are expected to:</p> <ul style="list-style-type: none"> • Always conduct themselves with professionalism and adhere to the school policies and procedures • Promote the vision and values of Christchurch Girls' High School Te Kura o Hine Waiora and be an advocate for the school/Acland House and our students in the community
General	<ul style="list-style-type: none"> • Undertake other specific responsibilities and duties at the discretion of the Principal Tumuaki discretion.

Pastoral Night Supervisor

Name: _____

Signature: _____

Date: _____

Principal | Tumuaki

Name: _____

Signature: _____

Date: _____