



Christchurch Girls' High School | Te Kura o Hine Waiora

Manaakitanga Whanaungatanga Aroha Rangatiratanga

Te Whakatūranga ō Mahi

POSITION DESCRIPTION

Boarding Supervisor – Acland House

Reports to	The Principal
Responsible to	Director of Boarding Deputy Directors of Boarding
Functional Relationships	Acland House Parent Association Deputy Principals Counsellors Deans Parents
Position details	Permanent

Responsibilities

As a key member of our staff, the 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

The Boarding Supervisor will support the overall pastoral and academic responsibility for the wellbeing and development of all boarding students in their care. They will create a happy, supportive, secure and stable environment (both physical and emotional), ensuring high quality care and safeguards for boarders at all times.

The Boarding Supervisor will ensure that their work is in line with the ethos of Acland House and Christchurch Girls' High School | Te Kura o Hine Waiora.

As a visible role model, they will represent Acland House, positively promoting and advocating for boarding internally and externally, ensuring that the boarding community is integrated seamlessly into school life.

Minimum Preferred Qualifications

- NZ Boarding School Association's online training course: Tiaki Taiohi
- Current First Aid Certificate.
- Current full clean driver's licence

Personal Attributes | Kā Āhuatanga Whaiaro

- Be a positive, professional role model in behaviour and appearance.
- Effective verbal and written communication skills and competency with digital technology
- Ability to work as a member of a team within a dynamic but sometimes demanding environment.
- Have a genuine, caring interest in teenage girls but maintain practical, good common sense with regard to their wellbeing.
- Demonstrate a commitment to personal ongoing learning and engage in professional learning and adaptively apply this learning in practice
- Good telephone voice and pleasant manner.

Ability to:

- Maintain confidentiality on all matters relating to Christchurch Girls' High School | Te Kura o Hine Waiora and Acland House
- Be consistent when it comes to maintaining the standards set by Christchurch Girls' High School | Te Kura o Hine Waiora and Acland House
- Relate well and respond patiently and effectively to all students, parents, other visitors and staff
- Show tolerance and understanding as well as being fair and objective
- Use initiative when dealing with visitors to Acland House and respond to any issues that may arise in a calm and respectful manner
- Manage time efficiently
- Willingness to be supportive of Christchurch Girls' High School | Te Kura o Hine Waiora and Acland House

Primary Objectives | Whāinga

- Establishing, building and maintaining positive relationships between boarding staff, teaching staff, students and parents.
- Providing a happy, caring, secure and stable environment (both physical and emotional) for students living in the boarding house.
- Having the welfare and well-being of students in the boarding house as their paramount concern
- Promoting the school and boarding house as a caring and nurturing environment dedicated to the well-being and education of students.
- Working in the best interests of the school and boarding house

Hours of work

- The Boarding Supervisor is expected to work hours as per the attached contract, plus extra hours as agreed upon by the Director of Boarding. During the shift period the supervisor is expected to fulfil their duties and may be needed to attend to emergencies, security matters and other such circumstances.
 - Supervisors are expected to attend a regular scheduled staff meeting and take part in professional development as appropriate.
 - Annual leave to be taken during the closedown period in December/January, dependent on the external hire commitments.
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Key Accountabilities | Ngā Takohanga

Key Tasks	Key Objectives
Relationships	<ul style="list-style-type: none"> To accept shared responsibility for attending to the needs of boarding students and maintain both the physical and emotional well-being of the boarders Develop sound, meaningful relationships with students, building trust and independence Take responsibility for a particular level or designated group Keep the Director of Boarding fully informed of all incidents relating to the behaviour, health and welfare of the students Be fully acquainted with systems relating to the management of student behaviour Meet with the Director of Boarding and/or other members of the House Staff regularly including at the time of shift changeover Ensure that the duties of any staff member who is temporarily absent are carried out Contribute to written reports for boarding students Attend relevant professional development Attend and assist at school events if on duty or requested to Participate in annual performance review
Welfare	<ul style="list-style-type: none"> To carry out the daily routines and duties involved in the smooth running of the Boarding House that help ensure the physical and emotional welfare needs of the students are met, and safe practice is adhered to To promote the school and Boarding House as a caring and nurturing environment dedicated to the well-being and education of students Liaise with parents, staff and students and to be accountable for the students at all times Assume responsibility for the general behaviour, discipline, oversight and safety of the boarders Dispense medication as appropriate, recording every such occasion in medication records Check that girls have completed tasks and follow up as necessary to ensure all tasks are completed Monitor the boarders' standard of uniform and the manner in which they wear it Help supervise systems for monitoring the eating habits of the students
Environment	<ul style="list-style-type: none"> To provide and maintain a safe, secure physical Boarding House, where students are secure physically and happy emotionally. Help establish and maintain good systems in the Boarding House With other members of the Boarding House staff, maintain the routines of the Boarding House and uphold the standards of the Boarding House as detailed in the Acland House Handbook Drive girls to and collect them from off-campus appointments/fixtures Carry out duties/tasks as reasonably requested by the Director of Boarding or Principal
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
Financial Assets	<ul style="list-style-type: none"> Effectively and efficiently uses available financial resources and assets, within delegated areas of authority
Community	<ul style="list-style-type: none"> Contribute to building a positive culture across the school with a connected, engaged, caring and supportive community Develops and maintains positive respectful relationships with students, staff, whānau and the wider community Communicates effectively and establishes good communication processes within the school and with the community Strengthen community relations through connections with parents, whānau, prospective parents and the wider community
Contribution to School Life	<ul style="list-style-type: none"> Engage actively in implementing and fulfilling the obligations of the school strategic and annual plan Contribute to and participate in the corporate life of the school, school-wide co-curricular activities, extra-curricular activities, and events
Safeguarding	<ul style="list-style-type: none"> Undergo Police vetting 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

	<ul style="list-style-type: none"> • 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 and our students in the community
General	<ul style="list-style-type: none"> • Undertake specific responsibilities and duties at the Principal's Tumuaki discretion.

Boarding Supervisor

Name: _____

Signature: _____

Date: _____

Principal | Tumuaki

Name: _____

Signature: _____

Date: _____