

Christchurch Girls' High School | Te Kura o Hine Waiora

Manaakitanga Whanaungatanga Aroha Rangatiratanga

Te Whakatūranga ō Mahi

POSITION DESCRIPTION

Boarding Supervisor (Day/Overnight)

Reports to	Principal
Responsible to	Director of Boarding Deputy Directors of Boarding
Functional Relationships	Acland House staff, students and parents Business Manager Deputy Principals Deans
Position details	Permanent Part-Time, term time only Involves overnight awake work and day work across the week on a 7-day roster when the boarding house is open. The overnight awake shifts are typically between 10:15am to 6:45am. The day shifts are typically 6:30am to 2:30pm or 2:30pm to 10:30pm. These hours include a paid meal break, for which the meal is provided. The morning shift is typically 6:30am to 8:30am. The break times will vary depending on the shift and needs of the role.

Responsibilities

The Boarding Supervisor will support the overall pastoral and academic care of boarding students at Acland House. 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.

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

This document outlines the key duties and responsibilities for the role of 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

Primary Objectives | Whāinga

Student Wellbeing, Safety and Security

- Provide supervision and support to boarding students at Acland House, ensuring a calm, safe and secure environment
- Conduct regular checks (day/night) to ensure student safety and wellbeing
- Respond promptly appropriately to student needs, disturbances or emergencies
- 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 other 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
- Ability to work as a member of a team within a dynamic but sometimes demanding environment.
- Perform administrative tasks as required by the Director of Boarding or Business Manager
- Exercise fairness and impartiality in all decision-making

Key Accountabilities | Ngā Takohanga

Key Tasks	Key Objectives
Student Welfare and Safeguarding	Relationships • Develop professional and meaningful relationships with students, building trust and independence
	Monitor and Support Student Wellbeing and Behaviours • Be fully acquainted with systems relating to the management of student behaviour • Observe student behaviour and wellbeing, 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 using sound judgement • Attend to unwell students and arrange emergency medical support when required
	Emotional and physical safety

	• Uphold policies and procedures to protect students' emotional and psychological safety, including eating habits of the students • 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 • 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	Daily operations • 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 • Ensure that the duties of any staff member who is temporarily absent are carried out • 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 • Drive girls to and collect them from off-campus appointments/fixtures where possible and school as needed Administration • 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 shifts • Maintain accurate and timely records of day/overnight events, including a written report for handover • Effectively and efficiently uses available financial resources and assets, within delegated areas of authority • Contribute to written reports for boarding students • Perform administrative duties as required by the Director of Boarding or Business Manager Communication • Relate well and respond patiently and effectively to all students, parents, other visitors and staff • Communicate relevant information to parents, staff and school with discretion, adhering to the Privacy Act 2020 • Meet with the Director of Boarding and/or other members of the House Staff regularly including at the time of shift changeover • Inform the Director of Boarding promptly of any serious issues or incidents, ensuring clear and timely communication • Participate in consultation and evaluation processes to support continuous improvement
Health and Safety	• 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 All staff are expected to • 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

Safeguarding	• 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
Professional Development	• Engage in relevant professional development and training to stay current and effective in the role • Participate in annual performance review
Contribution to School Life	• Engage actively in implementing and fulfilling the obligations of the school and boarding strategic direction • Attend and assist at school events if on duty or requested to
Te Tiriti o Waitangi partnership	• Ensure culturally responsive practice and understanding of Aotearoa New Zealand's cultural heritage, using Te Tiriti o Waitangi
Staff Expectations	All staff are expected to: • 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	• Undertake other specific responsibilities and duties at the discretion of the Director of Boarding or the Principal Tumuaki.

Boarding Supervisor (Day/Overnight)

Name: _____

Signature: _____

Date: _____

Principal | Tumuaki

Name: _____

Signature: _____

Date: _____

In consultation this Position Description could be changed to meet the needs of the role.