



MLC

Methodist Ladies' College Position Description

Position:	Boarding Supervisor
Reports to:	Head of Boarding
Department:	Tiddeman Boarding House
Date:	December 2020

Please note this position involves shift work, including weekends and some overnight stays on a rotating roster. Accommodation provided for overnight stays.

Primary Purpose

At MLC, we are committed to providing a challenging, enriching and supportive learning environment, which develops confident and articulate young women who have the skills, knowledge, values and attitudes needed to shape their future and contribute meaningfully to the international community.

MLC is committed to remain at the forefront of education and maintain our Christian heritage while respecting the spirituality and other faiths of our community.

MLC is committed to providing an environment where diversity is valued and differences are recognised and respected.

The Boarding House Supervisor shares accountability for the welfare of approximately 110 students from Years 7 – 12; responsible for supporting students and parents throughout the College.

Position in Context

MLC is one of Australia's most respected and innovative schools, with over 2,200 students from our Early Learning Centre (MLC Kindle) to Year 12, including international students and boarders. MLC is a technology rich environment, teaching staff and students from year 5 have a notebook computer.

MLC is comprised of four relatively autonomous schools: Junior School (MLC Kindle – Year 6), Junior Secondary School (Years 7 and 8), Middle School (Years 9 and 10) and

Senior School (Years 11 and 12). Years 7 to 12 teachers are expected to teach across at least two schools. The Senior School program offers a comprehensive curriculum including the Victorian Certificate of Education (VCE), International Baccalaureate (IB) and Vocational Education and Training (VCE - VET). Teachers may be expected to teach across these programs.

Tiddeman House is one of Australia's most respected and established Boarding Houses. Our underlying philosophy is to empower boarders to take charge of their own learning, resulting in confident young women who create their own future. There are approximately 110 boarders from country and regional Australia and overseas. The Boarding House is situated onsite in a heritage building.

Key Contacts

Internal

Health Centre staff, Special Services, School Counsellors
Four Schools – MLC day staff where relevant
Maintenance, Cleaning, Security
ESS staff throughout the College

External

Parents
Welfare Guardians

Major Duties and Responsibilities

To ensure the provision of high-level quality care, supervision and pastoral support to the Boarders. Be aware of and actively support the routine and protocols for the Boarding House as outlined by the Head of Boarding.

Student Wellbeing:

Understand and enforce all College & Boarding House policies and procedures in the area of the Boarders' Wellbeing and learning:

- Foster and provide a supportive community.
- Be responsive and available to students and provide support where necessary.
- Attend Boarding and Whole College events to support students' participation.
- Escort students to hospital and health centre visits as required.
- Monitor the needs, issues and concerns of students and liaise with day staff.
- Promote healthy living skills

Supervision of Boarders:

Ensure the Boarding House is an environment where each Boarders' self-esteem and sense of worth are enhanced and where values of responsibility, respect and compassion are fostered. Care for and supervise Boarders with compassion, consistency and fairness.

- Assist in ensuring that all Boarders comply with all relevant MLC Boarding House and MLC College policies and procedures

- Accurate and timely recording of students' leave arrangements so that they can be accounted for at all times.
- Supervise students during homework preparation to ensure a conducive and productive environment for study and provide tutoring as required.
- Supervise and participate in weekend activities and excursions with students organised by the Boarding House.
- Carry out administrative and operational duties associated with the running of the Boarding House including security checks, locking up and alarming of the House.

Administration and Communication:

Maintaining accurate records of day to day correspondence and events relating to the Boarding House and Boarders.

- Attendance at College and Boarding Staff meetings as required.
- Maintain regular communication with Parents and Welfare Guardians
- Liaise with teaching staff regarding specific students and their learning needs
- Assist in the induction of new staff

Person Specification

Whilst initiative and resourcefulness are integral to this position, routine is vital.

Decisions are to be made in strict accordance with the policies of the Boarding House and College. The Head of Boarding is available for advice when needed.

Qualifications:

- Current Victorian Institute of Teaching (VIT) Registration; or
- Current Working with Children Check
- First Aid Qualification - Level 2
- Anaphylaxis and CPR Qualifications

Essential Criteria (competencies, qualifications, knowledge and experience):

- A genuine interest in young people and their learning and development.
- Demonstrated ability to work independently and as part of a cohesive team.
- Effective verbal and written communication skills
- Honesty, integrity and consistency
- Competent computer skills
- Internationally minded and able to work in a diverse community of staff and students.

Desirable Criteria (competencies, qualifications, knowledge and experience)

- Previous Boarding facility Supervisor experience (or similar)
- Teaching experience and/or education qualification; or
- Currently studying at tertiary level towards teaching or youth work qualification.

MLC performs thorough assessments of potential and existing employees. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks and Working with Children Checks.

MLC's commitment to child safety

MLC is committed to the safety, participation and empowerment of all children. All members of our community, including employees, contractors, agency staff and volunteers, have an important role in providing students with a safe and nurturing environment in which to prosper and thrive. MLC has zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently within our policies and procedures.

MLC is committed to preventing child abuse through identifying risks early, and removing and reducing these risks. We have robust human resources and recruitment practices, supported by regular training and development.

We support and respect all children, as well as all members of our community. We are committed to the cultural safety of Aboriginal students, the cultural safety of children from a culturally and/or linguistically diverse background, and to providing a safe environment for children with a disability.

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