



MLC

Methodist Ladies' College Position Description

Position:	Boarding Supervisor
Reports to:	Head of Boarding
Department:	Tiddeman Boarding House
Date:	February 2022

Please note this position involves shift work, including weekends and some overnight stays on a rotating roster. There will be a requirement to be available to work days other than those that are part of the usual roster. Accommodation is 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
Local Support Persons

Major Duties and Responsibilities

Direct responsibility for the supervision and oversight of a boarding cohort, including overall accountability for their wellbeing, pastoral and academic care. To be the first point of contact for parents, Local Support Persons and Day School staff regarding boarders in the cohort.

Whilst responsible for managing a specific cohort, Supervisors have shared responsibility and work together to ensure efficient and active supervision, quality care and pastoral support to all boarders in the House. Supervisors are supported by Senior Staff Members and Boarding House Nurses who should be consulted where necessary.

Leadership and Coordination of Year Level

- Responsible for proper and effective functioning of the boarding house as whole whilst on duty.
- Ensuring smooth running of the allocated year level, establishing boarding house routines and ensuring boarders adhere to them.
- Organise regular cohort meetings and 1-1 meetings with boarders in the year level.
- Proactively monitoring the accurate and timely processing of students' leave arrangements.

Support boarders in developing healthy routines regarding study, extra-curricular activities and self-care.

- Ensuring cohorts contribute to events, including National Boarding Week, Gratitude Week, Boarders' Play, Boarders' Social and other special events.
- Ensure boarders meet expectations for behaviour and conduct, liaising with Senior Staff where necessary.
- Coordinate annual orientation program and induction of new boarders.
- Actively supervise Prep sessions, assist in creating individual study plans and provide general guidance regarding academic work.
- Initiate, supervise and participate in boarding activities.
- Develop positive working relationships and maintain regular communication with Parents and Local Support Persons.
- Ensure compliance with VRQA regulations and College requirements for CAAW and International boarders and complete and file all associated documentation.
- Support boarders to maintain their bedrooms and belongings to a high standard of tidiness and cleanliness.

Student Wellbeing and Duty of Care

- Be aware of and actively support the routine and protocols for the Boarding House as outlined by the Head of Boarding.
- Contribute to and assist in the delivery of the boarding house wellbeing program, LACE.
- Attend Boarding and Whole College events to support students' participation.
- Celebrating boarders' accomplishments and special events as a cohort (birthdays, awards, sporting and academic achievements etc).
- Be responsive and available to students and provide support where necessary.
- Communicate with boarding staff, parents, nurses, and day school staff regarding boarders' needs and matters of concern.
- Attend Wellbeing, Boarding and College meetings as required.
- Ensure compliance with all relevant MLC Boarding House and MLC College policies and procedures, including Standard Operating Procedures.
- Be responsible for the direct supervision of boarders at all times, ensuring all boarders are accounted for through Orah (Boarding Software Program).
- Adherence to all College policies and demonstration of behaviours in accordance with the Child Safe Standards.

Administration

- Maintain accurate records of day-to-day correspondence and events relating to the Boarding House and Boarders.
- Ensure cohort noticeboards are up to date and communicating relevant information regarding boarding and day school events to boarders.
- Maintain thorough, accurate and regular pastoral and end-of-shift records in Orah and MLC Connect.

- Carry out administrative and operational duties associated with the running of the Boarding House, including but not limited to: Security duties, managing visitors and other day-to-day matters related to the running of the boarding house.

Boarding House Life

- Encourage students to see the boarding house as a 'home away from home', through fostering a sense of belonging and creating a supportive, friendly and positive community.
- 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.
- Take pride in the Boarding House and its surrounds by ensuring its cleanliness and tidiness and aesthetic appeal.
- Encourage all boarders to demonstrate sensitivity and respects for others' perspectives, opinions, personality, culture and values.
- Model courteous and respectful behaviour and encourage the same from boarders.
- Be willing to undertake extra duties outside of normal shift hours.

Health and Safety

- Escort students to hospital and health centre visits as required.
- Be familiar with emergency procedures and implement them where necessary.
- Report all hazards and OHS issues per MLC Policies and procedures.
- Complete and lodge Incident Reports in a timely manner.

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):

- An understanding of the boarding environment and a genuine interest in young people and their wellbeing, learning and development.
- Commitment and contribution to the ongoing development and growth of Boarding at MLC.
- Have an understanding of active supervision and duty of care and Child Safety within a boarding context.
- Demonstrate ability to work independently and as part of a cohesive team.
- Patient and fair and a high degree of emotional intelligence.

- Ability to multi-task and remain calm and respond with understanding in difficult situations and a busy environment.
- Professional and effective verbal and written communication skills
- Strong organisational and problem-solving skills.
- Competent computer and IT skills (Microsoft Office/MLC Databases/Orah)
- Internationally minded and able to work in a diverse community of staff and students.
- An understanding of the boarding environment and being flexible to its changeable nature.

Desirable Criteria (competencies, qualifications, knowledge and experience)

- Previous Boarding experience
- Teaching experience and/or education qualification; or
- Currently studying at tertiary level towards (part time staff only)

Appointment to this position is for a one-year fixed term position until December 2022

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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