

Position Description

Title: Boarding House Supervisor – House Mum



This Position Reports to: Housemaster – Dean of Boarding

Department: Student Services

Date: April 2025

PREAMBLE

As you join the staff of The Southport School, it is crucial that you understand the underpinning philosophy and aims of this school, its routines and administration, and more importantly, that you actively support the implementation of these matters. The School Prayer gives a clear understanding of the School Aims.

Make us a truly Christian Community where education embraces the whole of life. With the school, may we find acceptance, healing, and growth through faith in Christ and in turn service to others.

You are expected to strive to achieve The Southport School mission statement:

“to challenge each boy to achieve excellence in a Christian community where education embraces the whole of life.”

Furthermore, it is expected that you will work diligently with colleagues to achieve *Our Vision*:

“The Southport School will be acknowledged as a world-class day and boarding school for boys, a balanced and Wholistic Christian learning community in the Anglican tradition, working with families to nurture outstanding young men who are confident, happy, healthy and responsible, possessing intelligent dispositions and highly developed skills in the areas of academics, leadership, thinking, creativity, and emotional intelligence”.

PURPOSE OF THIS DOCUMENT

To provide the team member with a list of the duties of the job, together with the framework against which your performance on the job will be assessed.

If you do not possess the skills needed to perform your duties, your Headmaster will be responsible for the provision of further training, supervision and instruction to ensure your level of performance improves.

As part of the team you will be expected to know the policies and procedures that govern some of the tasks you will be performing. See your Headmaster for details.

DUTIES AND RESPONSIBILITIES FOR THE POSITION

This part of the document outlines the responsibilities required to competently perform the duties of the position. Of course, you will also be required to perform any other duties that School Management may direct you to perform which could reasonably be considered relevant to the position.

DUTIES PERTAINING TO THE SOUTHPORT SCHOOL

To ensure all policies and procedures listed in the School Handbook are complied with by:

- Complying with legal obligations of an education establishment.
- Complying with established industrial relations practices and requirements.
- Delivering a high quality of service.
- Identifying and assessing the needs and expectations of others.
- Encourage the achievement of individual educational excellence with students.
- Ensuring the high standards expected of students in dress, manner and behaviour are adhered to.
- Understanding that at no time does any worker have the authority to reprimand students or any co-worker, but to take responsibility to report any issue to your Housemaster, Dean of Students or any member of the School's Executive Team.

STUDENT PROTECTION

Anglican Schools support the rights of children and young people and are committed to ensure the safety, welfare, and wellbeing of students. Anglican schools are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees, volunteers or visitors. As an employee of the school you are required to understand your student protection obligations detailed in the Student Protection in Anglican Schools Policy.

As an employee, you must:

- Be fully conversant with child protection related legislative obligations and provisions, including 'working with children' legislation.
- Be fully conversant with the Student Protection in Anglican Schools policy and procedures and all related Anglican Church Southern Queensland and specific school related policies.
- Ensure attendance at and/or complete relevant training and information sessions as required relating to Student Protection.
- Ensure that behaviour neither encourages nor supports behaviours in others that undermine the Student Protection in Anglican Schools policy.
- Refrain from any behaviour which is inappropriate or could lead to harm of a student; and
- At all times during employment, practice safe behaviours

DUTIES PERTAINING TO THE ROLE OF HOUSE MUM

To co-ordinate the daily domestic operation of the boarding house, and its boarders, including duties associated with bedding, uniform, laundry, and general student welfare.

To also contribute to the team of boarding house staff and working cohesively across the boarding community to ensure the needs of both the boys and their parents are addressed.

MAIN OBJECTIVES

- Demonstrate an excellent understanding and empathy for the needs of adolescent boys in a boarding community.
- Stay up to date and be trained in pastoral care, student welfare and student protection developments as they apply to boarding staff, boarders, and parents.
- Demonstrate strong communication skills in dealing with both young adolescent, parents and staff.
- Provide general sewing and clothing maintenance and repairs as and when required – hemming, stitching buttons, unpicking of zippers, or sewing on of name tags, etc.
- Attending to any additional tasks requested by the Housemaster or boarding house staff as and when required.
- Promote a sense of home and family in the house and boarding environment, from time to time this may require the House Mum to be available for such occasions outside regular hours.

COMMENCEMENT OF TERM

- Attending to all necessary tasks to ensure the house is in order for the return of the students e.g., Supply new boys with necessary equipment, allocate lockers, and ensure all allocated beds have required linen, and all uniform items are named.
- Ensure the House Mums room is tidy and well organised.
- Provide a welcoming and warm environment for all new parents and students.

DAILY DUTIES

- Provide a caring and reassuring environment for the students – checking on students who are in the HealthCentre and following up on their health care as and when required.
- Communicate with the School Nurse regarding any sick students attending the Health Centre including follow up care and communication with parents where required and take students to appointments as or when required.
- Support students in problem solving and troubleshooting regarding their concerns.
- Help wake students and ensure all students have attended to their chores as and when required – support the boarding house staff in ensuring general dormitory tidiness and organisation.
- Ensure boarders clothing is named and uniforms are in good repair and fit the student properly.
- Supervising dirty washing collection and ensuring all dirty clothing is sent to the laundry on a daily basis.
- Assist with the supervision of boarders preparing for breakfast, and the setting out and preparation of morning tea delivered to the House daily.
- Inspecting dorms and ensuring students have left their rooms tidy and all electrical appliances have been switched off.
- Check the dormitories to ensure boys have gone to class in the morning and sport or afternoon activities in the afternoon.
- Sorting and folding boy's clothes when returned from the School Laundry.
- Washing and ironing the boys' good clothing as and when required and assisting the boys in showing them how to fold, iron, and manage their clothing
- Posting mail and buying stamps for students – monitoring and preparing for special events i.e. birthdays, school events, etc.
- Attend to all necessary or unforeseen tasks to ensure the smooth running of the house.

WEEKLY DUTIES

- Contact the laundry for any lost property.
- Collect and return unused coat hangers to the laundry.
- Ensure the House Mums room or work area is tidy before leaving for the weekend. (House Mums to tidy/Services to vacuum and clean all areas other than personal workspaces)
- Attending to maintenance requests for work and repairs and follow up to ensure actioned.
- Organise the weekly changing of sheets and distribution of clean sheets.
- Coordinate birthday celebrations for students with Housemaster or Assistant Housemaster.

END OF TERM

- Ensure all clothing and linen has been removed from the House prior to leaving on the last day of each term.
- Ensure all rubbish has been removed from the House and disposed of in bins provided.
- Ensure all lockers are empty prior to Boarders leaving the House at the end of each term.
- Ensure the House Mums room is tidy before leaving the House. (House Mum to tidy/services to clean)
- Ensure all items required for use during the school break by the Camp Co-ordinator are readily available e.g. sheets, pillows, mattress protectors etc.
- Ensure laundry bins are not used for storage purposes during the school break. All laundry bins are to be returned to the Laundry at the end of term for Camp use.

END OF YEAR

- Order sewing requirements using order form supplied and email to the Facilities Coordinator as and when required.
- Order linen requirements using order form supplied and email to the Facilities Coordinator as and when required.
- Order replacement mattresses using order form supplied and email to the Facilities Coordinator as and when required.

EMPLOYEE RELATIONS & COMMUNICATION

To display positive interpersonal skills needed for the delivery of quality service, with a particular emphasis on communication and teamwork.

- Co-operates, co-ordinates and communicates with other department personnel as required
- Communicate effectively in the workplace.
- Monitor emails on a regular basis.
- Participate effectively as a member of a team.
- Liaising with student's Pastoral Care Teacher and help with any problems.
- Inform Housemaster or Assistant House Master of any problems.
- Liaising with hospital Sister regarding appointments for students i.e. taxis or medication details.
- Liaise with the uniform store regarding nametags and other uniform items.
- Liaise with parents regarding their sons.
- Liaise with Services Manager concerning cleaning issues, linen, mattresses, pillows, and sewing requirements.
- Attend House Mum Meetings and any other meetings as required or requested.
- Maintain a clean and safe workplace.
- Present a positive image of the school.

SKILLS AND EXPERIENCE

- Previous work experience in a boarding house, or similar residential educational environment or as a registered nurse is beneficial.
- Duty of Care certificate, or willingness to attain once employed.
- Ability to work and communicate with adolescent boys.
- Intermediate computer skills.
- General First Aid and CPR Qualifications.
- General competency in use of a sewing machine, and hand mending – replacing zippers, hemming, sewing on buttons and general repairs.

WORKPLACE HEALTH AND SAFETY

To ensure a safe and healthy work environment is provided for students, employees, and visitors to The Southport School and that all areas in the control of the Manager of Services comply with the current legislation by:

- Comply with the Workplace Health and Safety Legislation.
- Complying with The Southport School Workplace Health and Safety Manual.
- Implementing documented basic safety practices.
- Implementing documented basic security practices.
- Implement hygienic practices through adherence to policy and procedures.
- Prevent hygiene risks and problems through adherence to policy and procedures.

SELF MANAGEMENT

To display positive interpersonal skills needed for the delivery of quality service, with a particular emphasis on communication and teamwork by:

- Communicating effectively in the workplace.
- Participating effectively as a member of a team.
- Presenting a positive image of the School.
- Providing confidential employee and client relations for counselling and any grievance procedure that may take place.
- Presenting a professional and dynamic image to employees, clients and visitors to The Southport School at all times.
- Initiating and driving the business forward by directly representing the School's ethos and motto.

Note: This position description is not comprehensive and like all positions at the School, requires the individual to show initiative and operate at all times in the best interest of the School and the boarding house and the students.