

RESIDENTIAL HOUSE PARENT

JOB DESCRIPTION

Reports to: Residential Head of Year

Responsible Executive: Head of Middle School and Head of Senior School

Department: Residential Life (Boarding)

POSITION SUMMARY

The Residential House Parent provides assistance to the boys of the given year group of the boarding house. The Residential House Parent is a crucial member of the pastoral team of the College and has the primary responsibility of the care of the residential students. The pastoral care will be exercised through the development of a relationship with each boarder and parents so that each boy is able to grow to his fullest potential in a supportive and caring residential environment.

This is a part-time position that is supported in the role by the Heads of Middle School and Senior School, Residential Head of Year/s, other key teaching staff and Residential Mentors.

ESSENTIAL CRITERIA

i) **Education & Training**

- First aid training

ii) **Core Competencies (Knowledge, Skill & Experience)**

Technical

- Strong attention to detail and organisational skills
- Ability to display initiative and problem solving skills
- Food preparation skills

Human Relations

- Excellent written and verbal communication skills
- The ability to relate to and communicate effectively with diverse members of the College residential community
- Ability to build rapport and relationships with students and their parents

iii) **Additional Requirements & Values**

- Uphold the ethos, values, policies and practices of the School and the Uniting Church
- Department of Education Police Clearance
- Working with Children Clearance

CORE RESPONSIBILITIES & TASKS

Spiritual and Pastoral Responsibilities

- The Residential House Parent will foster and encourage the Christian faith and will be sensitive to the spiritual needs of boys from other faiths and cultures.
- The Residential House Parent will develop a perception and understanding of every boy's needs and will have regular contact with each boy, taking an active interest in their social development and co-curricular programme.

Administrative Responsibilities

- Provide pastoral care and support for the boys
- Assist boys each morning and afternoon with daily organisation
- Monitor and encourage each boy to be responsible for their personal hygiene and grooming
- Encourage boys to maintain a clean and tidy room and display general respect for the House
- Prepare afternoon tea for the boys upon their return from school
- Communicate with the Residential Head of Year and/or parents regarding possible concerns
- Notify the Health Centre of any health or wellbeing issues that maybe affecting a boy
- Liaise with the Health Centre and monitor student health plans and distribution of medicine
- Assist the Residential Head of Year with the upkeep of the House by reporting any maintenance issues as well as informing them of areas within the House that needs general attention (e.g. operations, staffing, furnishings, etc)
- Assist the boys in developing 'domestic' skills e.g. washing, drying, ironing, sewing, preparation of meals, etc
- Deal with any problems regarding lost property, laundry and sewing
- Be available to assist with transportation of boys
- Assist the Residential Head of Year in preparing the House for the beginning and end of each term
- Participate in team meetings, as required

This job description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.

Employee Name: _____ Employee Signature: _____ Date: _____

Updated 27/2/2020