



The Glennie School Position Description for **Junior Resident (Boarding)**

CLASSIFICATION LEVEL:	Boarding House Supervisors
REMUNERATION:	Full board in return for 12 hours per week. (Supervision plus additional hours will be expected on public holidays and at the beginning and end of term.) Commensurate with the Anglican Schools' remuneration scales
SUPERVISOR:	Boarding Senior Resident / Head of Boarding
POSITION DETAILS:	Part-time position in 2018. Hours between 7.00 am and 10.30 pm daily, as determined by agreement with the Head of Boarding.
PERFORMANCE REVIEW:	A six month probation period will apply from the date of initial appointment. The Appraisal Review will be conducted by the School annually after the date of initial appointment.

POSITION SUMMARY

The Glennie Junior Resident (Boarding) is involved in the overall care and supervision of girls ranging in age from approximately 10 years to 17 years of age and is responsible for creating a dynamic and engaging learning environment in which every student is encouraged to become All She Can Be®. Students are arranged in boarding houses according to year levels.

PERSONAL ATTRIBUTES AND GENERAL PREREQUISITES OF STAFF AT THE GLENNIE SCHOOL

The personal attributes and skills expected for a position at Glennie include the ability to:

- demonstrate support for, and empathy with, Anglican values and beliefs together with the School's mission, vision and philosophy
- comply with all guidelines, policies and procedures as set out in legislation, the current Queensland Anglican Schools Enterprise Agreement and other School policies
- maintain confidentiality in all matters relating to students, parents and staff
- demonstrate well-developed interpersonal skills, displaying the Glennie Values (Respect, Compassion, Courage and Integrity) and a caring attitude towards all members of the Glennie community
- ensure daily behaviour and dress standards are professional, and adhere to the School's Code of Conduct

- demonstrate effective organisational and time management skills, meet deadlines and display initiative
- be responsible and accountable for personal performance
- be able to work independently and with minimal supervision
- demonstrate effective IT skills appropriate for the position
- be committed to continue self-improvement through professional learning
- maintain a degree of flexibility in working hours from time to time as required for the position
- accept that the Principal in conjunction with the employee reserves the right to modify the position to meet the operating and educational needs of the School
- support the development and maintenance of a best practice WHS culture within the workplace as indicated in the staff handbook
- undertake other reasonable and relevant duties as directed by the Principal or her representative
- support the School's staff mission statement
- advocate for all areas of The Glennie School at all times

DUTIES AND RESPONSIBILITIES

Junior staff are accountable to the Boarding Senior Resident of their particular boarding house and, in turn, the Head of Boarding and The Principal. The Boarding Senior Resident will issue rosters, instructions and advice to staff pertaining to all areas of the position. On the job training will be under her direction. Any problems arising from this position are to be referred to her. The Head of Boarding is available to give direction to staff or to meet with staff.

House staff meetings occur on a periodic basis. Other meetings may be called when necessary.

The responsibilities of the Glennie Junior Resident Boarding will include, but not be limited to the following:

- maintain vigilance of students in relation to the School and dormitory rules of conduct
- ensure that all girls are awake and out of bed at the specified rising time
- escort students to meals and ensuring that students attend meals
- check boarding house tidiness and following up on it
- assist with the delivery of students' personal mail
- distribute mail and messages to students
- ensure that personal hygiene of students is of a high standard. Any problems in this area are to be referred to the Boarding Senior Resident
- clear the dormitory of students by 8.30 am on weekdays and subsequently checking the dormitory for tidiness or attending to any clerical duties that may be required
- perform grounds check when instructed by senior staff
- take an interest in student's activities and interests
- supervise the distribution and collection of laundry
- ensure that prep times are silent and that 'lights out' is performed in an orderly and quiet manner. All students have a right to study in silence and go to bed in a quiet environment. Staff must be active during these periods
- supervise bedtime and ensure that students are suitably settled before retiring for the night

- become actively involved in weekend activities for the students. Staff may be asked to take girls on excursions or supervise school-based activities from time to time
- attend Chapel services when on duty
- attend to any clerical duties as instructed
- answer the telephone as required and note and communicate pertinent messages
- communicate any concerns pertaining to students to the Boarding Senior Resident
- exhibit a client-centred (students, parents etc) focus in the performance of duties
- demonstrate effective judgement, discretion and initiative to complete tasks and in addressing issues
- display initiative and leadership within the daily routine and be accountable for own work

STUDENT PROTECTION IN ANGLICAN SCHOOLS

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.

The Anglican school commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

Staff must:

- attend all student protection mandatory training annually and any other professional learning events as required by the School
- understand and comply with all obligations under the Student Protection in Anglican Schools Policy and Procedure as they relate to this position
- support and engage with all student protection initiatives and programs across the School
- comply with all reporting requirements as detailed in the Student Protection in Anglican Schools Policy and Procedure 2018

Please forward applications including appropriate qualifications and the names and the contact details of three Professional Referees (external candidates) or two Professional Referees (internal candidates) to:

Human Resources Manager
 Mrs Sabine Eadie
 The Glennie School
 246a Herries Street
 TOOWOOMBA QLD 4350

F: 07 4688 8767

E: hr@glennie.qld.edu.au