



JOB DESCRIPTION: CASUAL BOARDING STAFF

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| TENURE: | Casual |
| RESPONSIBLE TO: | Deputy Principal - Director of Wellbeing Principal |
| FUNCTIONAL RELATIONSHIPS WITH: | Students Parents Boarding Staff Nga Tawa School Staff |

PURPOSE OF ROLE:

This Boarding Staff position is to provide appropriate care and support for the students of Nga Tawa Diocesan School by contributing to a boarding environment that is holistic, inclusive and highly functioning. The Boarding Staff are responsible for the effective management of their allocated responsibilities, as described by the Director of Boarding, which includes positive interaction and appropriate care of students, effective communication with staff in relation to student wellbeing, executing duties that contribute to ensuring students' needs are met and the fostering of a positive boarding environment.

PERSON SPECIFICATION

Boarding Staff will have a number of skills and confidence in the support and nurturing of adolescent young women, as well as being an effective communicator with students, staff and parents.

EDUCATION QUALIFICATION

Some experience in the care of adolescents.
Experience working with young people and their families.
Evidence of ongoing and appropriate Professional Development.
Current First Aid Certificate.
Clean Drivers Licence.

KNOWLEDGE AND EXPERIENCE

An appreciation of the needs of young women.
Evidence of an ability to relate to young people and their families.
Confidence and experience in practising First Aid.
An understanding of 21st century education and the associated focus and demands on students.
An understanding of girls' education and the relative advantages for young women educated in a girl's school.
Compassion for young people and the challenges they experience.

An understanding of girls' education and the relative advantages for young women educated in a girl's school.

Compassion for young people and the challenges they experience.

Demonstrated empathy with Māori students and a commitment to the principles of the Treaty of Waitangi.

An appreciation of the needs of International Students.

Competence and confidence in using Information Technology.

Effective written and oral communication skills appropriate for a range of audiences (students, colleagues, parents).

Time management and administrative skills.

**PERSONAL
PROFESSIONAL
QUALITIES**

An ability to work collaboratively, as part of the team.

An open, warm, caring and empathetic manner when managing a diverse range of clients.

A commitment to on-going professional learning.

A commitment to your employer, colleagues and students and their families.

The ability to perform calmly and effectively in demanding situations.

The ability to model appropriate professionalism.

The confidence to work independently.

A reasonable level of physical fitness.

Commitment to the Nga Tawa Strategic and Annual Plans and the Policies and Procedures, including Restorative Practice.

Clear Police Vetting.

KEY ACCOUNTABILITY

1. Health and Safety
2. Special Character
3. Corporate Responsibility

1. HEALTH AND SAFETY

| Key Tasks | Performance Indicators |
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| To provide genuine care and an interest in the young women you are responsible for. | <i>Students report feeling understood and cared for</i> |
| The care of students is managed with sensitivity and effectiveness; referrals to the nurse, counsellor and other pastoral staff are made in a timely and caring manner. | <i>Health and Safety procedures are followed and students receive effective support</i> |
| Any recommendations/instructions from the Director of Boarding or Boarding Manager are followed and reported. | <i>Students report being cared for and the Boarding Manager has confidence in staff hand-over</i> |

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| Be aware of legislation in regards to Vulnerable Children’s Act 2014, Hostel Regulations 2005 and Health and Safety 2015 and practise accordingly. | <i>Students report feeling safe and cared for and those at risk are identified and referred while also being supported by the school</i> |
| Effective use of the Pastoral guidelines and Restorative Practise for the management and reporting of concerns, developing student skills or celebrating student behaviour. | <i>Student behaviour is acknowledged and managed effectively</i> |
| Boarding procedures and emergency evacuation procedures are known and practises are led efficiently. | <i>Students respond appropriately in emergencies</i> |
| Have a knowledge of and implement the Code of Practise for the Pastoral Care of International Students in Boarding. | <i>International students feel valued and supported.</i> |
| In consideration of confidentiality, the Pastoral Care Team is kept informed of student behaviour, health and wellbeing. | <i>Students feel supported and staff feel informed about students in their care</i> |
| Promote Nga Tawa Diocesan School values to maintain a philosophy of caring and nurturing regarding the wellbeing of students. | <i>Students feel safe, valued and desire to be part of the Nga Tawa community</i> |
| First Aid is administered appropriately and confidently when required. Skills are up to date. | <i>First Aid Certificate is current and staff are confident in their practise</i> |
| Effective communication is achieved with others working with students so that there is continuity and stability for students | <i>Students feel safe and secure and staff are informed</i> |
| Meet regularly with the Director of Wellbeing for Line Management, supervision and support and participate in staff handover at the beginning and completion of each duty | <i>Staff express confidence in each other and the systems in place</i> |
| Demonstrated ability to identify students requiring pastoral support and collaborate with staff to provide the expertise and supportive environment. | <i>Students needs are met and staff are confident</i> |
| Hazards, Near Misses and Injuries in the area of responsibility are recorded, reported and eliminated as much as is possible. | <i>Hazards and those areas contributing to near misses are eliminated and injuries are reported and treated appropriately</i> |
| EOTC and RAMs are used to ensure safety of students when on a trip outside of school. | <i>Staff are familiar with EOTC and RAMs and students and staff are safe when journeying outside of school</i> |

5. SPECIAL CHARACTER

Key Tasks

Performance Indicators

Model the school values of respect, integrity and courage.

Staff and student behaviours and attitude are consistent with school values (integrity, courage and respect)

Support and encourage students to explore the Anglican faith.

Students engage in faith opportunities

Demonstrate integrity regarding the Anglican ethos of the school.

Actively support the Anglican tradition

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| Develop meaningful professional relationships with the students in your care and their families. | <i>Students are open to consult with staff and parents feel able to contact staff with their concerns</i> |
| Encourage students to take responsibility, make the most of the opportunities and meet the expectations of students at Nga Tawa. | <i>Students take personal responsibility and are enthusiastic and involved in the boarding and school community</i> |
| Confidently use Restorative Practice models. | <i>Students and staff feel safe and heard and parents have confidence in the pastoral processes</i> |

6. CORPORATE RESPONSIBILITY

| Key Tasks | Performance Indicators |
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| Annually complete an Appraisal with the Director of Wellbeing. | <i>Completed appraisal cycle</i> |
| Participate, support and contribute to professional development in meetings with boarding staff. | <i>Contribution to Nga Tawa community</i> |
| Communicate with parents as instructed by the Director of Wellbeing or Boarding Manager. | <i>Up-dates are received by parents and they feel connected to Nga Tawa</i> |
| Support the school policies in a positive manner | <i>Feedback from the Director of Boarding</i> |
| Undertake specific duties for the area in which you work | <i>Director of Boarding expresses confidence in the Boarding Staff's competence</i> |
| Provide a professional image and example to School personnel and members of the school community. | <i>Feedback from staff and families</i> |
| Use available opportunities to present Nga Tawa to members of the community in the best possible light. | <i>Feedback from the community</i> |
| Perform other duties and assume other responsibilities as the Director of Boarding may assign. | <i>Feedback from Director of Boarding and others in the boarding community</i> |
| Effectively manage boarding resources and report any maintenance required to the Boarding Manager or Director of Wellbeing | <i>Feedback from Director of Boarding and others in boarding community</i> |

7. PROFESSIONAL/PERSONAL DEVELOPMENT

| Key Tasks | Performance Indicators |
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| Attend professional development programmes that are relevant to student wellbeing | <i>Attendance and reporting about learnings from programmes</i> |

8. HOURS OF WORK

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| Normal hours of work | As described in the Individual Employment Agreement |
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| Professional Development | Staff are expected to attend appropriate PD and share learnings 1 day at the start of the year and a half day mid-year |
| Extra days | 5 days sick leave after 6 months if working 1-3 days per week 8 days if working 4-5 days per week |
| Record of hours worked and Leave taken | Are submitted to the Bursar for approval |

Signed:
Employee

Date:

Signed:
For Employer

Date:

SUMMARY OF RESPONSIBILITIES FOR NIGHT STAFF IN BOARDING:

Be familiar with the following and maintain systems to ensure student wellbeing.

- Health emergencies
- Health and Safety
- Pastoral Care
- Restorative Practise
- Communication with parents
- Collaborate with colleagues in a positive and effective manner
- Code of Conduct for staff at Nga Tawa Diocesan School
- Procedures relating to student health and the effective operation of the school
- Evacuation procedures

Key administrative tasks include:

- The compassionate care of young women living away from home
- Managing student medications, treatments and needs
- Assessing students for medical or pastoral referral and reporting assessments
- Confident use of Restorative Practise resources
- When on duty, be available at all times to students in your care, and aware of their whereabouts and needs
- Maintain accurate student records including medications, illness, and any concerns or compliments
- Maintain confidentiality over sensitive matters and report any concerns to the Boarding Manager or the Director of Boarding
- Maintain a current First Aid Certificate
- Each duty, wash and dry Junior boarders' underwear and essential laundry items
- Record medications and treatments given and communicate with Boarding staff at handover
- Respond to First Aid needs as required
- Inform the Director of Boarding of any major concerns and effectively manage emergencies or urgent situations in a calm and pragmatic manner