



JOB DESCRIPTION AND EMPLOYEE SPECIFICATION

POSITION TITLE:	Boarding House Parent – Health & Wellbeing
POSITION CLASSIFICATION:	Lutheran School Officer Grade 5
TENURE:	As advertised
SPECIAL CONDITIONS:	<p>This role is not a Boarding House supervisory staff position and sleepovers are not required.</p> <p>The hours for this role are:</p> <ul style="list-style-type: none">• Monday: 9.00am – 12.00pm; 6.00pm – 9.00 pm• Tuesday - Thursday: 6.00pm – 9.00pm• Friday: 7.30am – 4.30pm

JOB DESCRIPTION

1. Summary of the broad purpose of the job in relation to the College's goals

At Immanuel College, we actively strive to provide an education in a Christian context where the whole person can grow and develop.

The Boarding House Parent – Health & Wellbeing is the primary agent of health and wellbeing support for all the boarders. This role provides wellbeing support to boarding students during the daytime, monitors processes for the administration of medications to boarding students and completes a range of administration tasks to support the smooth operation of the Boarding House.

All staff are required to promote and support a positive organisational culture by maintaining effective working relationships and communicating effectively with employees, students, parents and visitors.

2. Reporting/Working Relationships

The Boarding House Parent is responsible to the Director of Boarding Services is required to work collaboratively with the BH team, staff involved in health care provision, teaching and professional staff to effectively support and manage the health and well-being of boarding students.

All staff will abide by college policy and procedure and perform all duties requested by the leadership team.

3. Special Conditions

The Boarding House Parent is employed under the terms and conditions specified in the Lutheran Schools SA Enterprise Agreement, as varied from time to time.

4. Statement of Key Outcomes and Associated Activities

The role of Boarding House Parent – Health & Wellbeing encompasses activities within the following Key Result Areas (KRAs):

- **Student Wellbeing and Organisation**
 - Provide consistent and culturally inclusive approaches to the management of students' behaviour
 - Ensure boarders and boarding house staff comply with medical health plans prepared by doctors
 - Ensure students receive medication in accordance with medical health plans – personally when on duty and through monitoring of records to ensure compliance at other times
 - Provide information to boarding house supervisory staff on matters pertaining to health and hygiene status of individual boarding students
 - Provide guidance to enable boarding house supervisory staff to appropriately support students, including referral to the Health Centre Manager or external health care professionals as required
 - Monitor the cleanliness of boarding students, their rooms and laundry and encourage them to maintain high standards of personal hygiene
 - Ensure student compliance with approved standards of dress and behaviour
 - Assess, manage and mitigate risk in relation to student well-being
 - Organise appointments and assist in transport arrangements for boarders attending external appointments
 - Assist boarding students prepare for the day at school

- **Relationship management**
 - Notify the Health Centre Manager of any health or wellbeing issues that may impact the student during school time or may be relevant to their care in school
 - Maintain a close liaison with the Health Centre Manager and other relevant staff to ensure issues relating to boarders are communicated to relevant parties in the school
 - Develop and nurture relationships of trust with boarding students and encourage communication of issues relating to personal health and hygiene
 - Liaise with families about any health or hygiene issues relating to their child
 - Initiate, promote and maintain strong and effective working relationships between residential staff, students, parents and wider community in an environment of cultural diversity.
 - Actively participate in meal breaks and meals in the dining room during the school day

- **Administration**
 - Maintain medical and well-being documentation of the boarding house
 - Assist with maintenance of the administrative function of the boarding house
 - Greet visitors to the boarding house during the day and direct them as required
 - Answer incoming telephone calls during the day and direct them or take messages as required
 - Assist in managing residential student health program, including records and communication with parents, health centre and off-campus health care providers.

- **Team contribution**
 - Work cooperatively and collaboratively with Boarding House team members to deliver high quality boarding services

- Actively participate in team meetings with an 85% attendance at staff meetings over the calendar year
- Identify opportunities to improve performance and discuss opportunities openly and objectively.
- **Other duties as directed.**
- **Work Health and Safety**
This role is deemed to be a Worker under the *Work Health and Safety Act 2012 (SA)*. As a Worker, while at work the employee must:
 - Take reasonable care for his or her own health and safety
 - Take reasonable care that his or her actions or omissions do not adversely affect the health and safety of other persons
 - Comply with any reasonable instruction given by the College
 - Assist in the support of a safe workplace by reporting hazards, incidents and potential risk
 - Appropriately use any equipment provided at the workplace
 - Cooperate with any reasonable policy or procedure of the College that is related to health and safety in the workplace that has been notified to workers

EMPLOYEE SPECIFICATION

1. Educational/Vocational Qualifications

- Current Working With Children Check or legislative equivalent
- Evidence of current Mandatory Notification training completion
- Qualifications and/or relevant experience in the area of health services is an essential requirement
- Current Provide First Aid Certificate
- Current Driver's License
- Valuing Safe Communities training with LESNW or willingness to complete upon appointment

2. Personal Skills, Abilities and Aptitude

- **Skills**
 - Excellent verbal, interpersonal and written communication skills with the ability to interact confidently and sensitively with students, staff, and parents
 - Sensitivity and understanding of issues related to gender identity, disability discrimination and equal opportunity
 - Well-developed time management and organisational skills with the ability to set priorities, meet deadlines and cope with multiple demands
- **Abilities**
 - Demonstrated ability to establish effective working relationships based on mutual respect between staff and students.
 - Proven ability to maintain confidentiality
 - Proven ability to work with minimal supervision in an energetic, reliable and self-motivated manner
 - Ability to work collaboratively in a team environment

- **Aptitude**
 - Appreciation of, and commitment to, the Christian values and ethos of the College
 - Honesty, integrity, compassion in all actions
 - Be actively engaged in and meaningfully contribute to College activities
 - Proven aptitude for relating to and engaging with people from different social, ethnic, economic and cultural backgrounds.

3. Experience

The Boarding House Parent is required to demonstrate experience of:

- Meeting the needs of all students including those with special needs, gender diverse backgrounds and from varied cultural experiences (e.g. Aboriginal and Torres Strait Islander, International students).
- Working effectively and respectfully with people from different social, ethnic, economic and cultural backgrounds.
- Providing health and wellbeing support to adolescents
- Establishing and maintaining professional relationships of trust with adolescents
- Application of relevant technologies in administration.
- Meeting deadlines and following procedures.
- Assessing, managing and mitigating risk in relation to youth wellbeing matters.

4. Knowledge

The Boarding House Parent is required to demonstrate understanding of:

- The growth and development, characteristics and needs of adolescents and young adults.
- Current social, community and educational issues relating to adolescents and young adults.
- The legal requirements for the supervision and management of students.
- Operational requirements of an administration office

5. Classification Level

The position of Boarding House Parent – Health & Wellbeing is classified as Lutheran School Officer Grade 5. The Lutheran Schools SA Enterprise Agreement details relating to roles and responsibilities at this Grade Level.

6. Performance Standards and Review

Ongoing review of performance will be conducted by the Line Manager. Performance will be monitored through means consistent with the performance measures identified above and/or other measures considered by the College as relevant to the position.