

# **SWANLEIGH**

## **JOB DESCRIPTION**

**TITLE:** House Parent

**LOCATION:** Swanleigh, Yule Ave, Middle Swan

**JOB SUMMARY:**

House parents are responsible for the supervision and guidance of resident high school students at Swanleigh, including supervision of their living accommodation. House Parents contribute to the personal, social, emotional, spiritual, academic and physical development and well-being of students at Swanleigh.

**JOB DUTIES:**

**1. General:**

- i. Effectively runs a boarding house at Swanleigh, ensuring:
  - Cooperation between students and staff members
  - A clean, tidy and respectable environment is maintained
  - Rules, policies and procedures are adhered to
  - House spirit and reputation of the house is promoted and encouraged
- ii. Undertakes a minimum of one extra-curricular activity or responsibility to support Swanleigh's sporting and activities program
- iii. Maintains own dress standard in accordance to Swanleigh policy

**2. Professionalism:**

- i. Effectively attends to required administrative duties such as daily routines and documentation
- ii. Works positively with administration and management for the betterment of Swanleigh
- iii. Works positively within a team, including effective communication, maintaining professionalism, and demonstrating cooperation in attaining group goals
- iv. Contributes positively to the enrichment of Swanleigh's recreation program
- v. Positively contributes in, and contributes to professional development
- vi. Models appropriate behaviour, attitudes and values
- vii. Displays a positive approach to Swanleigh ethos
- viii. Maintains a position of trust with students
- ix. Displays respect and tolerance for the diverse Swanleigh community
- x. Works cooperatively with Senior staff to ensure student well-being and advancement of Swanleigh goals

**3. Student Behaviour Management:**

- i. Maintains a positive personal working relationship with students and House Group
- ii. Develops and communicates fair and appropriate behavioural boundaries for students
- iii. Develops and implements logical and effective consequences for poor behaviour when appropriate
- iv. Recognises and manages appropriate standards with ongoing behaviour issues
- v. Develops and implements positive re-enforcement strategies for appropriate behaviour
- vi. Maintains records and documentation regarding student behaviour issues

**4. Student Personal Development:**

- i. Monitors and encourages the personal and social development of individual students
- ii. Encourages a positive individual approach to health habits and social values
- iii. Refers relevant student issues, requiring specialist support to Senior Staff
- iv. Encourages and develops student responsibility and leadership

**5. Spiritual Development:**

- i. Demonstrates values congruent with the ethos of the Anglican Church within Swanleigh
- ii. Participates positively in all Swanleigh activities related to spiritual development
- iii. Provides an encouraging environment for students to explore and develop spiritual awareness

**6. Educational Support:**

- i. Encourages a positive house environment for learning
- ii. Monitors and reports on student academic progress
- iii. Follows up on concerns about individual students educational performance and documents as appropriate
- iv. Assists students to develop their individual academic needs and vocational plans

**7. Communication and Liaison:**

- i. Keeps parents informed and seeks to involve them where possible
- ii. Liaises closely with senior staff regarding student concerns
- iii. Maintains a prompt and positive communication with students' teachers over student concerns
- iv. Maintains accurate house records
- v. Communicates effectively and respectfully with students at Swanleigh

**8. Other:**

- i. Assists with the promotion of Swanleigh to the wider community
- ii. Undertakes other duties as directed by senior staff and Council

**NECESSARY KNOWLEDGE, SKILLS AND EXPERIENCE: (Selection Criteria)**

- A. Experience working with young people, or appropriate training and commitment to work with young people (essential)
- B. Ability to lead and supervise the care of young people in a residential setting, contributing to their social, emotional, educational, physical and spiritual development (essential)
- C. Relevant Tertiary qualifications (desirable)
- D. Commitment to working cooperatively with parents and partner schools in the care and well-being of Swanleigh students (essential)
- E. Exceptional communication, interpersonal, conflict resolution and negotiation skills (essential)
- F. A high standard of written skills (essential)
- G. Ability to problem solve, use initiative and be flexible (essential)
- H. Ability to contribute to Swanleigh's extensive recreation and activities program (essential)
- I. Ability to live in during rostered shifts (essential)
- J. MR drivers licence with hire and reward endorsement (minimum)
- K. Senior First Aid (minimum)
- L. Australian Federal Police Clearance and other statutory checks (essential)

**JOB CONDITIONS:**

- Full board and lodging when on duty
- Generous leave entitlements during school holidays
- Job training and development

**REPORTS TO:** Executive Director/ Head of Boarding and Assistant Head of Boarding

