



## PRINCE ALFRED COLLEGE

### ***Role Profile*** **Boarding Houseparent**

To effectively support the pastoral care requirements of the Boarding House at Prince Alfred College to ensure quality outcomes and care for Boarders.

The Houseparent is responsible for supporting the Director of Boarding in the pastoral and practical care of the boarding students. In providing care and support for the boarding students in loco parentis, the Houseparent contributes to the school community in a vibrant, warm, enthusiastic and positive fashion.

The Houseparent plays a unique role in fostering a caring and disciplined environment in which the boarding students can thrive.

#### **Division/Section:**

Boarding House.

#### **Reports to:**

Director of Boarding.

#### **Key Responsibilities:**

Maintain a caring, responsible presence with boarding students, in conjunction with the Director of Boarding:

- Ensure boarding students dress in correct, clean and tidy school uniform
- Be present during meals to encourage proper table manners and a healthy diet
- Support and endorse positive behaviour guidelines
- Encourage good manners and personal habits
- Take boarding students on occasional shopping trips and social outings
- Maintain student discipline in line with Boarding House policies.

Provide pastoral care for individual boarding students:

- Develop a positive and caring relationship with each boarding student
- Make the time to listen and show genuine care
- Share the boarding students' happiness and their sorrows
- Provide constructive advice and assistance

Provide practical care and supervision to maintain the health and safety of boarders:

- Conduct daily checks and take appropriate action to ensure bedrooms, kitchens, bathrooms, lounge rooms and laundries are clean and tidy
- Oversee school laundry and tailor services as required
- Ensure students maintain appropriate hygiene eg through changing their bed linen weekly
- Be the first point of referral for students who are sick or injured and provide care as a competent parent would do in a home situation
- Administer first aid and the taking of medication
- Make medical appointments, liaise with health care providers, parents, Health Centre staff
- Where necessary or appropriate, transport and accompany boarding students to medical appointments and for airport/bus runs
- Keep proper medical records as per guidelines.

**Other:**

- Establish and maintain contact with parents regarding medical issues
- Refer other issues for parent communication to the Director of Boarding
- Maintain appropriate levels of confidentiality between staff, parents and boarders
- Build and maintain teamwork and communication required between Housemothers to ensure a fair distribution of duties and consistent experience for the boarders.
- Perform general duties as required to support boarding students and the effective operation of the Boarding function.

**Personable attributes, key knowledge and experience:**

- A knowledge and sensitivity of issues relevant to contemporary adolescents
- Superior organisational skills, the ability to set goals, prioritise work and manage multiple, simultaneous tasks
- High levels of maturity, tact, diplomacy, initiative and interpersonal skills
- The ability to organise others in a positive and effective manner
- Demonstrated ability to resolve conflict, solve problems, conduct difficult negotiations and provide constructive advice and assistance
- Current driver's licence
- Responding to Abuse and Neglect Training
- Appropriate First Aid certification

**Remuneration:**

In line with the Prince Alfred College Enterprise Agreement 2019.  
Boarding Staff Supervisory Staff Stream.

**Roster:**

TBA.