

RESIDENTIAL
BOARDING
HOUSE TUTOR
2026



RUDD
HOUSE

BBC Residential Boarding Tutor

A RESIDENTIAL BOARDING TUTOR (Supervisor) has appropriate skills and experience to assist in THE BBC boarding program

In boarding we move beyond education to total care. We aim to create a supportive environment for the development of young men from Years 7 to 12, i.e. the school philosophy of ‘A NEW SCHOOL OF THOUGHT – It is all about the Boy.’ We seek to encourage independence, maturity and responsibility in every student in our care. Above all, we are a community committed to high standards, hard work and mutual respect.

As a Residential Tutor (which is a live in position), you will be responsible for supervising boarders during study/prep time and after school, at night, on weekends, at meal times and activities. This is a pastoral role and you will need to be able to establish a rapport with adolescents while maintaining a professional working relationship. All residential staff members play a vital role in supervising, mentoring, leading and providing pastoral care for boarders at BBC. The ability to speak a second language (example Chinese) is an advantage.

Residential Tutor will be required to work approximately 15 hours per week (1 weeknight duty, a rostered Weekend duty (every second weekend) and other Rudd House duties/expectations such as Professional development/meetings/house and school events/functions or as directed) during term time and, in return, you will be provided with board/accommodation, all meals, internet, a BBC computer and the use of the BBC facilities (e.g. gym/weights room). There is also an expectation that the successful candidate will be an active participant in the Boarding and school extra-curricular/Rec program and activities. (coaching, tutoring, team management etc...). These extra activities (above and beyond your 15 hours) will be financially remunerated.

Requirements:

PERSONAL CHARACTERISTICS

- Act as a role model, setting examples in language, grooming, hygiene and integrity.
- Highly motivated
- Effective and cooperative team member.
- Friendly and approachable.
- Willing to exceed expectations
- Is accessible and visible.
- Able to work alone or with a group.
- Good administration skills

Role Description

<u>KEY RESULT AREA</u>	<u>MAJOR ACTIVITIES</u>
BOARDING HOUSE	<ul style="list-style-type: none"> • Support Boarding House rules, guidelines and procedures as set out in the Staff Handbook and Boarding House Handbook • Attend all staff meetings and functions as required. • Liaise with Director of Boarding in matters concerning the boarders and the day to day running of the Boarding House. • Be familiar with the fire evacuation plan for the school Boarding House, including duties assigned to each residential Supervisor • Perform night-time prep duties and weekend supervisions, arrival day supervision, public Holiday supervision • Be physically present and active around the boarding house and willing to assist if and where possible (eg. at mealtimes/emergency situations/functions/events) even when not rostered on. • Be supportive of staff and management. • Be familiar with school policies • Support of the College Mission Statement. • Be supportive of the College’s Christian faith and ethos. • Effective documentation and record keeping. • Other appropriate duties as required by the Director of Boarding or the Headmaster • Undergo annual performance appraisal. • Participate in recommended professional development (e.g., C ert. in Re s car e, fi rst aid/C PR Cert, ABSA Medic ation Course, Fir e W ar den Cert, Active- Duty Ce rt)
WORK PLACE HEALTH & SAFETY	<ul style="list-style-type: none"> • Contribute to a healthy and safe environment for all students and staff • Comply with all relevant policies and procedures • Participate in relevant WHS training programs as required • Documenting, reporting of hazards and unsafe work practices

In overview, and under the direction of the Director of Boarding and Senior staff, during each period of rostered duty the Residential Supervisor is required to:

<u>KEY RESULT AREA</u>	<u>MAJOR ACTIVITIES</u>
ON DUTY	<ul style="list-style-type: none"> • Be aware of and respond to the pastoral needs of students in the House • Become competent with the Electronic Leave System called 'REACH' which is used to sign the boarders in and out for Leave • Liaise with the Director of Boarding on Co-Ordinators on all matters associated with student care • When required, and at the direction of the Director of Boarding, liaise directly with parents on matters pertaining to their children • When rostered to do so supervise social and recreational activities, (such as Socials, Trivia Nights, Special Dinners etc) • Assist students with maintenance and care of their possessions, in particular clothing • Accompany students to the dining room • Liaise with the School Health Staff and doctors should students need medical assistance in any way and at any time • Keep accurate notes regarding students who have been dealt with in any pastoral, organisational or disciplinary issues, • Attempt to ensure that the students in the care of Rudd House adhere to all school rules and regulations in terms of personal conduct, academic endeavour and presentation • Assist the boarders to settle into Boarding House life, giving support to boarders who are homesick or experiencing difficulties with peer relationships, new routines, academic work etc. • Report any incidences of bullying or other inappropriate behaviour to the Senior Staff. • Assist Boarders to foster leadership skills. • Attend Staff meetings • Build relationships with other Staff, Parents and the wider school community to foster an environment of open communication and support for the boys. • Undertake other appropriate duties as directed by the Director of Boarding

