ALBERT COLLEGE

JOB DESCRIPTION

TITLE: Boarding Life Staff

REPORTS TO: Deputy Head of School

PRIMARY FUNCTION:

The Boarding Life Staff member plays a key role in creating a safe, supportive, and family-like environment for students in boarding. This position fosters respect, tolerance and positivity while encouraging student leadership and character development. The Boarding Life Staff also assists in upholding discipline with the boarding life team in a responsible and constructive manner.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Boarding Life

1. Maintain an open-door policy with students and the boarding life team, fostering clear and supportive communication.

2. Live on campus full-time during the school year, treating the boarding accommodation as their primary home. This may include additional duties on break weekends, Christmas and March Break.

3. Supervise evening "Study Hall", monitor student progress, and liaise with teachers. Record observations in the Reach Boarding Life Software for faculty, the Heath Centre and Facilities team

4. Serve as a role model for students, demonstrating appropriate behaviour at all times.

5. Assist in confirming student travel plans for weekend breaks and supervise bus departures and returns. The Boarding Life Staff member may be required to be on duty until all students have departed and will be available when the first student is scheduled to return. Assist in securing the boarding house and school after students

have left for break and assist with transportation of boarding students to and from the airport when required.

6. Ensure students comply with campus restrictions.

7. Provide planning and supervision for weekend activities. Communicate weekend activity schedules to staff and students.

8. Administer basic first aid and support health and medical needs of boarding students as necessary.

9. Duty and responsibilities as prescribed by the Deputy Head of School and in conjunction with components identified in Boarding Life Contract Components Legend including evening lock-up of all exterior doors connected to or used by the residents.

10. Conduct regular room inspections and ensure students follow uniform policies.

11. Provide guidance and support for student leaders such as Boarding Life Prefects and Flat Seniors.

12. Track student engagement in school life and communicate with advisors using Reach Boarding Life Software

13. Assist with educating students on security and fire safety procedures.

Health & Safety

Maintain and uphold all of the College's Health and Safety Policies including but not limited to following safe work procedures, knowing and complying with all the laws and regulations, reporting any injury or illness immediately, reporting unsafe acts and conditions along with the overriding principle of taking reasonable precautions to protect oneself and others in the boarding house.

WORKING CONDITIONS:

- Work requires frequent movement throughout the campus.
- Hours can be irregular due to boarding supervision responsibilities.
- As the people with *in loco parentis* responsibility for boarding students, all people living on campus, regardless of duty rotations, are responsible for supervision and

programming for students in the event of a school closure. If some or all the Food Services staff were unavailable, this would include provision of meals for the duration of the closure. If such a closure were prolonged, a duty rotation would be established through consultation between the management of the school and the Boarding Life team.

KEY REQUIREMENTS

- Cultural awareness and sensitivity to diversity student backgrounds
- Experience working with adolescents
- Required to live on campus full-time during the school year (meals provided as a taxable benefit)

CORE VALUES

Embrace Albert College's Core Values of Individuality, Compassion, Integrity, Diversity and Inclusion, and Optimism. Employ respect, excellence, honesty, customer focus and continuous improvement in all interactions and tasks.

JOB SPECIFICATIONS AND REQUISITE SKILLS:

Identifying, Planning and Executing – determines the relative importance of needs, prioritizes and sequences work, and effectively changes direction when appropriate, especially under pressure.

Teamwork and Partnership - Keeps team members or partners informed and up to date about group processes, individual actions, and influencing events with strong written and verbal communication skills. Finds out what information others need, proactively shares their own knowledge and asks the right people for information relevant to their own role.

Customer Business Sense - Works together with constituents to problem solve, de-escalate and provide straight-forward knowledge and advice. Asks questions, listens, probes and summarizes to gain in-depth understanding of customers' goals and perspectives.

Judgment and Decision making – reviews alternatives before making decisions, looks for the most efficient and productive course of action. Is prepared to make difficult decisions within scope of own role.

Agility - Understands and responds to organizational needs by looking for opportunities to improve and modify approach appropriately. Makes decisions to act in the best interest of the organization.

Ability to use a computer in Word and Excel. Experience and knowledge of MS Excel and databases. Self-motivates to complete tasks, continue to learn and bring enthusiasm to the role.

ADDITIONAL ASSETS:

- Experience with Microsoft Word, Excel, Outlook and Reach Boarding Life software (training provided)
- Background in sport and ability to supervise gym/weight room sessions during evening and weekends.
- Coaching experience in team and individual sports