



WEEK DAY OVERNIGHT SUPERVISOR

Responsible to: Director of Boarding

Functional Relationship with: Boarders, hostel staff, boarding parents

Hours and days: 22.25 per week, term-time only, worked overnight Wednesday and Thursday nights – 10 pm start, overnight until 9.15 am Thursday morning and 8.45 am Friday morning

Primary Objectives

- To ensure that "The House" operates effectively and provides a pleasant, supportive home environment for the girls.
- To have responsibility for the sleeping and waking routines of "The House".
- To be responsible for the wellbeing of the girls and to attend to their health needs.
- To ensure the safety and security of "The House" and its residents.
- To be a responsible and effective team member, supporting the school and its policies and philosophies.
- To actively promote "The House" as the desired boarding option for girls in South Canterbury and the wider community.
- Meet with the Director of Boarding or Deputy Director of Boarding at the beginning and end of each shift for efficient hand- over.
- Promote "The House" in a proactive way

Key Tasks	Expected Outcomes
To follow the night duty procedures set out in the night duty schedule.	- Ensures a safe, secure boarding house throughout the night. - Tasks are completed as required by the Pastoral Care Director. - Relevant information pertaining to the boarders is passed between staff at handover or documented in the communications book.
To fulfil the expectation of accepted behaviour and discipline as set out in the boarders' handbook and hostel policy manual.	Staff will ensure boarders know exactly what is expected of them and receive a consistent approach from all staff in relation to behavioural management.
To supervise settling routines to ensure every boarder has opportunity for sleep	Manage evening procedures so that all boarders have the opportunity for rest and sleep.
To assist girls who may become unwell during the night.	- Provide care, support and necessary medication - Ensure the Director of Boarding is aware of on-going health problems. - Parents are notified of illness and any requirement to return home to recover (in liaison with the Director of Boarding). - All medication is kept secure.
To be friendly, approachable and empathetic to girls awake during the night, while maintaining professionalism.	Boarders feel safe and secure in their environment and know if they need attention throughout the night there is a willing staff member to care for them.
To be aware of the floor plan and individual sleeping locations of the students.	- Familiarity with current sleeping arrangements ensures ease of emergency evacuation. - Boarders are woken early when required without disturbing others
To keep the required records including a written account of happenings while on duty (this is a requirement of each shift).	Recording of events and the progress of students is well documented, clear and concise.
To ensure the Director of Boarding is notified of any incidents and issues within "The House" and facilities.	- The boarding wings are kept secure and residents safe. - Any security breaches are reported immediately - To the Director of Boarding.
To deal with phone calls, enquiries and messages.	The "House" cell phone is carried at all times and messages directed to appropriate people.
To carry out necessary duties to get the boarding house in order for the day.	To have up-to-date knowledge of practice as detailed in the boarders' handbook and policy manual.
To undertake other tasks as requested by the Director of Boarding, consistent with the general nature of the appointment.	