

Pymble Ladies' College

POSITION DESCRIPTION

Title:	Residential Leader (Boarding) - Vision Valley
Date updated:	November 2023
Reports to:	Deputy Head of Campus - Vision Valley

Position Purpose and Objectives

As the second campus of *Pymble*, Vision Valley is an outdoor education and experiential learning campus located at Arcadia, forty minutes' drive from the main Pymble campus. The Residential Leader (Boarding) – Vision Valley reports to the Deputy Head of Campus – Vision Valley and works closely with other Vision Valley staff to support the residential care for students. The key focus of the role is the overnight care of students on programs, including the Year 9 Residential Program, Holiday Camps and other Vision Valley programs.

The Year 9 Residential Program is a four-week program that runs from Weeks 2-5 each term. The program intentions are for students to connect more deeply with self, others and the natural environment. Our aim is to create and sustain a challenging, friendly, safe and secure environment for students that supports active engagement in all aspects of the program.

During each rostered shift, the Residential Leader (Boarding) – Vision Valley will live onsite in lodges for direct overnight supervision of students. An ensuite room in a staff lodge is provided for an overnight shift. The roster for the Year 9 Residential Program is spread across seven days of the week, with a typical shift commencing from afternoon overnight to end the following morning (typically 4pm – 9am). All meals are provided for staff while rostered for a shift. Shift roles may include supervision, mentoring, organisation and wellbeing support for students.

The Residential Leader (Boarding) – Vision Valley has a clear interest and passion for working with students in a residential or boarding setting. They are committed to the exemplary care and wellbeing of students and are diligent in providing supervision and leadership for the student's residential experience. As members of the Vision Valley team, Residential Leaders work collaboratively to build a reputation of excellence for the College's programs.

Alignment with Strategy

The College launched its new Strategic Roadmap in 2021 entitled 'Watch us change the world'. Our strategic plan links to the College wellbeing framework which focuses on Mind, Body and Spirit. The strategic pillars centre around Academic Intelligence – Knowledge for a better world, Digital Intelligence – Technologies for an innovative future, Emotional Intelligence – Empowered to be courageous and Social Intelligence – Diversity as the path to unity. The Residential Leader (Boarding) – Vision Valley will work with the Vision Valley leadership team to ensure these pillars and the wellbeing framework is well represented and embedded in Vision Valley programs.

Core Job Role Accountabilities

1. Provide exemplary and comprehensive care to facilitate the physical, emotional, spiritual, academic and social wellbeing of students at the Valley.

- 1.1 Foster a positive and resilient culture reflecting the five core values of the College: care, courage, integrity, respect and responsibility.
- 1.2 Understand and respond accordingly to the student's developmental stage in relation to their level of autonomy, decision making and time management.
- 1.3 Create and sustain an atmosphere of care, support and respect by setting and maintaining clear expectations for students.
- 1.4 Communicate with the Deputy Head of Campus and other key stakeholders in relation to the holistic care of each student.
- 1.5 Actively foster the development of positive and productive relationships with the students and their families to enable students to achieve their personal goals and maximise their stay at Vision Valley.
- 1.6 Enhance the student experience through active involvement in key elements of the program whilst on shift including student duties, recreation activities and health and physical fitness sessions.
- 1.7 Facilitate and/or attend local medical appointments with students if required and appropriate.

2. Provide effective leadership and administrative management of all students in the allocated group at Vision Valley.

- 2.1 Work with the Deputy Head of Campus and key stakeholders to support the unique and distinctive culture for students at Vision Valley.
- 2.2 Work collegially with fellow residential leaders to maintain a functional, consistent, safe and home-like environment in the lodge.
- 2.3 Contribute to a unified Vision Valley community through the development of supportive relationships with all staff.
- 2.4 Adhere closely to processes and procedures to enable students to effectively manage their daily routine.
- 2.5 Facilitate the administration of medication to students in the pod to meet College and legislative requirements.
- 2.6 Inform the Deputy Head of Campus or appropriate Manager of any concerns occurring during the course of duty.

- 2.7 Be an inclusive member of the Vision Valley community and demonstrate the skills to support others by welcoming new members and sharing community information.
- 2.8 Maintain accurate and timely student records following College guidelines and procedures.
- 2.9 Support and assist the Deputy Head of Campus to implement special programs designed to enhance the Residential Program experience.

3. Communication

- 3.1 Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.
- 3.2 Support the Deputy Head of Campus with to communicate with families in writing on a weekly basis, by sharing regular feedback and anecdotes about the students in lodges and residential care.

4. Risk and Compliance

- 4.1 Report directly to the Principal on any matters relating to child protection.
- 4.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and emergency response practices.

5. Professional Learning

- 5.1 In partnership with the Deputy Head of Campus continuously align your skills and professional learning requirements to ensure that you are meeting the obligations of your role.

6. Other duties may be required from time to time

Position and Leadership Capabilities

- ***Accountability and Decisive Action***
You are committed to getting things done through making timely and well-considered decisions and bringing projects to a close.
- ***Interpersonal Effectiveness***
You are recognised for your insightful and empathetic approach which sees you connect authentically with staff across the College.
- ***Individual and People Leadership***
You demonstrate a highly inspirational outlook with high standards of performance for yourself and others.

Core Skills, Knowledge and Experience

- Passion for working with students in a residential setting and dedication to supporting their physical, emotional, spiritual, academic and social needs.
- Willingness to support the ethos and values of the College.
- Promote a healthy lifestyle to students.
- Ability to develop positive and supportive relationships with students, parents and staff and demonstrate interpersonal skills that will sustain quality relationships.
- Understanding of the requirements implicit in Duty of Care and ability to support the expectations of the College in relation to the care of students in the residential setting.

Required Qualifications

- Current driver's licence (desired).
- Current First Aid Certificate or willingness to obtain.
- Working with Children Check