



JOB DESCRIPTION Residential Dorm Parent

JOB TITLE: Residential Dorm Parent

REPORTING TO: Dorm Supervisor/Dean of Student Life

COLLABORATES WITH: Parents, Upper Years and Middle Years Coordinators, Primary Dorm Parents, Residence Supervisors, Residence Coordinator, School Counsellors, Medical Team and the Dean of Student Life.

Dorm parents that are joining the team with a counselling or SEN qualification will also be liaising with the Head of Counselling and HOD of SEN in collaboration with the Dean of Student Life.

POSITION SUMMARY: To provide for the safety, good discipline, pastoral well-being and facilitation of extra curriculum activities (sports included) of all students in the dorm in line with the school's guiding principles and efficient management of the school's resources.

For clarification purposes, "Pastoral needs relate to those aspects of a student's life that impact on their wellbeing. If these needs are met, then it results in students being freed of worry about these things and able to concentrate on learning. The pastoral needs of a student vary, but they are usually a mix of intellectual, spiritual, physical, social and emotional needs." **(Excerpt taken from ABSA -Duty of Care, Book Two, Edition 3 by Dr. Tim Hawkes).**

INTRODUCTION:

Working in a boarding school environment is challenging but rewarding - working at Woodstock School is especially so, as life here is particularly intense and demanding, however through our emphasis on teamwork and care we are also a thriving community. Our holistic approach to education and a strong pastoral emphasis on building relationships of quality within the community place special demands on every member of staff.

The Principal is responsible for establishing appropriate duties and responsibilities for each member of staff. In consultation with the Principal, each member of staff is required to work the hours necessary for the proper performance of their duties. The Principal may revise these duties and hours of work should circumstances so require.

All members of staff are expected to maintain high professional standards in all contact with students and colleagues and to act with unimpeachable integrity.

The Dorm Parents are jointly responsible for the welfare, guidance and discipline of the students placed in their charge. They are expected to know the children well and to provide a high level of appropriate care and support when required.



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In order that Dorm Parents have adequate time to care for the children in the dorm, and fulfil the basic responsibilities of the role, accommodation is provided for the Dorm Parents in the dorm. Dorm Parents are expected to be present in the dorm overnight seven days per week during term-time.

Apart from the general and overall responsibility of ensuring the welfare, smooth running and organization of the dorm, Dorm Parents are expected to carry out their duties in a spirit of co-operation, collegiality and open communication with fellow residential team members, the Dean of Student Life and the Principal.

DUTIES AND RESPONSIBILITIES:

During term-time, 6 days a week, approximately 48 hours per week; predominantly evenings, nights, weekends and mid-night dorm rounds. Overall adherence to the expectations set out in the residential staff handbook.

- Facilitation of dorm program, based on skills and area of interest.
- Fulfilling obligations of the secondary role that have been assigned to you-
 - a) Demographic specific i.e. Korea, Bhutan, Nepal, Thailand.
 - b) Overall skill experience or education specific i.e. mental first aid specific counselling, SEN, first aid, outdoor education.
- To ensure, in consultation with the Residence Supervisor, Residence Coordinator and Dean of Student Life, adequate levels of supervision within the dorm and students' awareness of security protocols and emergency procedures.
- To support the school's disciplinary policy and in consultation with the dorm team implement a reward system with a clearly understood and fair system of sanctions, to apply the school's codes of conduct.
- To inform Residence Supervisor, Residence Coordinator, Dean of Student Life, Vice Principal or the Principal of any cases of serious misconduct or concerns for a student's safety or well-being.
- To maintain a high standard of appropriate communication with parents (where required).
- To attend "Pastoral Care" meetings and staff meetings as assigned by the Residence Supervisor or Dean of Student Life.
- To oversee, in consultation with the Residence Supervisor, the domestic services and standards within the dorm. This includes tidiness, cleanliness, safety, security, and the good condition of the dorm, including its classrooms, kitchens, and grounds.
- To co-ordinate student weekend arrangements, where necessary in consultation with the Residence Supervisor, Residence Coordinator and the dorm team.
- To co-ordinate where necessary students travel arrangements in consultation with the Primary Dorm Parent, Residence Supervisor, Travel Office and Residence Coordinator.
- To oversee the general health of the students in the dorm under the overall direction of the Health Centre. (Normally only minor ailments need to be dealt with. Anything of a more serious nature should be referred to the Health Centre).
- To operate a dorm pharmacy and to keep appropriate records in consultation with the Health Centre.
- To check rooms daily for tidiness.
- To ensure that the students' laundry is handed in and collected at the correct times and that sheets are changed regularly.
- To check the marking of clothes and ensuring they are of an appropriate standard.



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- To participate in the sports programs, expeditions and other activities of the school as may be appropriate.
- Liaison with the counselling team as and when required and keep confidentiality related to counselling matters.
- To perform any other tasks which the Dean of Student Life or the Principal may reasonably assign.

This job description is additional to the basic duties outlined in the Woodstock School contract of employment in accordance with the school's policies and guiding principles, and under the direction of the Dean of Student Life.

A summary of the key accountabilities is included below.

A - GUIDING PRINCIPLES and PROFESSIONAL STANDARDS

- Treat all members of the community, colleagues, and students, with respect and consideration.
- Treat all students fairly, consistently and without prejudice.
- Set a good example to students in terms of appropriate dress, standards of punctuality and attendance.
- Read and adhere to the various policies of the school as expressed in the School/Student Handbook and other agreed documentation and support the ethos of the school by upholding the behavior code and other expectations.
- Undertake professional development and participate in staff training when provided.
- Reflect on personal and school practices with the aim of improving all that we do.
- Participate in the management of the school by attending various team and staff meetings and full school meetings.
- Undertake pastoral and other duties as prescribed within school policies.
- Ensure that all deadlines are met as published and communicated.
- Undertake other professional duties that may be reasonably assigned (e.g. accreditation committee).
- Be proactive and take responsibility for matters relating to health and safety.

B – TEACHING, TUTORING AND MENTORING – Only as assigned in a secondary role capacity.

- Liaise with relevant academic colleagues (example- language department)
- Work in collaboration with Woodstock's program of support for students with specific learning difficulties and emotional wellbeing needs as directed by the Head of Learning Support or Counselling Team.
- Maintain good discipline by adherence to the advice given to colleagues in the School Handbook and by the Dean of Student Life/ Head of Upper Years.
- Set high expectations for students' behavior by establishing a purposeful working atmosphere in the boarding environment particularly during Study Halls.

C - PERFORMANCE

- Strive for excellence in the following areas.
 - A. Knowledge and Preparation in working with the assigned age/year group.
 - B. Behavior Management as per the school's philosophy, guidelines and policies.



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- C. Establishing a Positive Dormitory Environment. Professional Responsibilities-extra duties, professional behavior, teamwork, etc.

QUALIFICATIONS REQUIRED:

- Bachelor's degree in a related educational field.
- Mandatory qualifications or training requirements (within first 3 months of joining the school):
 - First aid training (completed externally previously) or Wilderness First Aid Responder (WFR at Woodstock School).
 - Mental first aid Training (through the Woodstock School Counselling team).
 - Child Protection, POCSO(Act), WS School child protection policy, Educare course (online module) – child protection in international schools.
 - Disciplinary, Anti-Bullying, Substance Abuse Policy review with the Dean of Student Life.

QUALIFICATIONS PREFERRED:

- Education and experience in psychology, social work, counseling, nursing and/or teaching in a residential setting; ability to teach Personal Social Health Education (PSHE).
- International school experience.

SKILLS:

- Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate to students, staff, administrators, parents, the community, health service providers and overall is a good team player.
- Demonstrate an ability to communicate well with staff and students in a multicultural environment both orally and in writing.

Note: The selected candidate will have to live in a school provided accommodation within the student residences. This is non-negotiable.

APPLICATION DEADLINE:

Applications will be reviewed on a rolling basis.

HIRING PROCESS:

Interested applicants should apply through <https://my.hirehive.io/woodstock-school>
Shortlisted candidates will be interviewed by the hiring committee via Zoom/Microsoft Teams.

JOINING DATE:

At the earliest.