



## **JOB DESCRIPTION** **Residential Dorm Supervisor**

**JOB TITLE:** Residential Dorm Supervisor

**REPORTS TO:** Dean of Student Life

### **PURPOSE OF THE JOB:**

The dorm supervisor holds the responsibility of running the dorm efficiently and keeping it a safe and healthy place for the resident students, dorm staff and employees. The position of a dorm supervisor demands a high level of maturity, compassion, patience with a keen interest in restorative justice practices and robust mitigation and team building skills. He/she must be able to connect with the younger generation and possess a personality that inspires trust and respect for him/her in students. Strong personal integrity, leadership abilities and the determination to effectively manage stress is crucial. Pastoral care with a vision to create an environment that is conducive to learning is also an important part of this job role.

Dorm supervisors will live in a dorm setting and supervise their respective student residences. They are responsible for establishing and maintaining an approachable rapport, enforcing boundaries, providing and maintaining a framework of regulations and organized procedures within which the dormitory students will live. The dorm curriculum, which includes a robust framework for weekend extra-curricular activities is pivotal to the success of our residential program and the supervisor plays a critical role in facilitating these activities through our dorm parent team.

### **AREAS OF RESPONSIBILITY:**

1. Serve as a point of contact for administrative staff and employees.
2. Serve as a point of contact for students and parents (when the primary dorm parent or dorm parent needs intervention).
3. Coordination of the dorm program in line with the Woodstock diploma and key distinctives.
4. Planning of yearly capital expenditure, leading the budget formulation process. Execution of billing (RFP) and expense management in accordance with school's financial processes.
5. Overseeing dorm related policy creation or review and communication of it to staff and students through a collaborative approach.
6. Dealing with various student concerns at dorm level in collaboration with different stake holders.
7. Setting the tone for the dorm environment, and modelling and enforcing as a team the expectations of students related to respect of self and others, conflict management, cleanliness of self and space, and healthy group dynamics.
8. Student Protection Panel and Disciplinary Action Committee liaison in conjunction with the primary dorm parent or dorm parent when required. Facilitation of all necessary disciplinary or commendation recording in Manage Bac (school operating system).
9. Disciplinary facilitation in line with the schools' disciplinary, anti-bullying and substance abuse policy.
10. Ensuring coordination and consensus on disciplinary approaches across team members.
11. Adhering to the school's communication flow chart expectations which include pastoral care, discipline, emotional wellbeing and any other counselling or medical needs.
12. Formulation of rosters, planning staff leave and HR software management.
13. Coordination of weekly dorm meetings and feeding in necessary updates to the Dean of Student Life and Head of Residences.



14. Overall dorm staff and employee welfare:
  - Mentoring
  - Individual personal development plans.
  - Half yearly/ yearly appraisals (primary dorm parents and dorm parents).
  - Employee evaluation and performance management.
15. Communication:
  - Working with the dorm presidents on the monthly newsletter.
  - Collating images/write ups of dorm activities to share with communications team.
16. Statutory compliance (assigned Marshal):
  - Fire, intruder, earthquake drills and maintenance /upkeep of equipment.
  - Health and safety, child protection training awareness and compliance maintained in line with the school's policies and standards.
17. Organise and supervise weekend dorm activities.
18. Primary dorm parent, dorm parent, employee supervision and coordinating with external vendors (i.e., Dhobis, SYS, food stalls or other assigned third parties).
19. Dorm maintenance and general health and safety supervision.
20. Facilitating the attendance of residential staff representation at weekly student of concern and homeroom meetings at school level where necessary.
21. Any other essential dorm duties or projects in connection with residential life for staff or students as assigned by the Dean of Student Life.

#### **SPECIFIC DUTIES, RESPONSIBILITIES AND EXPECTATIONS:**

**1.** A dorm supervisor is expected to reside in their respective dorms where they are accessible to dorm staff and students around the clock. A dorm supervisor must be available in any conflict, emergencies or in any situation of crisis. He/she, in collaboration with the primary dorm parent or dorm parent also has the task of handling parent concerns and addressing them appropriately and communicating the concerns to the relevant school authority.

**2.** Dorm supervisors oversee the job activities of all dorm parents and employees to ensure that the facilities are maintained safe for students and in accordance with school policies.

**3.** The dorm supervisor assigns work schedules to dorm parents and employees and ensures that they are on-duty through their shift. The dorm supervisor, in collaboration with the dorm parent team, is also responsible for training dorm parents and employees for their respective jobs. They are also responsible for coordinating the dhobis for all dorm laundry requirements.

**3.** A dorm supervisor must try and attend all residential/dorm related meetings but if absent, should arrange to have a representative from the dorm to take minutes and update the supervisor and the rest of the team where necessary. Facilitate and record(minutes) weekly dorm parent team meetings and biweekly dorm council and employee meetings and share/address any concerns with the Dean of Student Life.

#### **4. Additional Operational expectation**

A dorm supervisor is also responsible for essential dorm duties but not limited to:

- Arrange appropriate cover when short staffed or filling in themselves where needed.
- Facilitating regular student room checks and weekly random dorm night rounds.
- Making sure the out-of-boarding prescribed/agreed process is being adhered to by the dorm parent team. There is overall adherence to the out of boarding policy and fulfilling any training needs for all staff.



# Woodstock School

- Ensuring that all behavioral instances, patterns and trends are captured with a high level of detail in ManageBac.
- Chaperoning duties to be undertaken and assigned as required in a fair, transparent and systematic manner.
- In coordination with the admissions and advancement office, appoint staff for dorm tours.
- Organize room check reward parties (special recognition and treats) or adopt other reward mechanisms at least once a month to encourage positive student behavior.

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 and TUTORING**

- Liaise with relevant academic colleagues regarding academic concerns and creating an environment at dorms that support best learning practices.
- 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 schools.
- Set high expectations for students' behavior by establishing a purposeful working atmosphere in the boarding environment particularly during Study Halls.
- Set appropriate and demanding expectations for students' learning, motivation and presentation of work, in line with agreed school policies.

## **C - PERFORMANCE**

- Strive for excellence in the following areas.
- Knowledge and Preparation in working with the assigned age/year group.
- Behavior Management as per the school's philosophy, guidelines and policies.
- Establishing a Positive Dormitory Environment.
- Professional Responsibilities-extra duties, professional behavior, teamwork, etc.



# Woodstock School

## **QUALIFICATIONS REQUIRED:**

- Bachelor's Degree in a related educational field.

## **QUALIFICATIONS PREFERRED:**

- Education and experience in psychology, social work, counselling, special educational needs and/or teaching in a residential setting; ability to teach "Personal Social Health Education".
- International school experience.
- Mandatory qualifications or training (within first 3 months).
  - First aid training(external) or Wilderness First Aid Responder (WFR).
  - Mental first aid Training (Through the Woodstock School Counselling team).
  - Child Protection, POCSO(Act), WS School child protection policy, Educare course – child protection in international schools.
  - Disciplinary, Anti-Bullying, Substance Abuse Policy review with the Dean of Student Life.

## **SKILLS:**

- Proficient communication skills, digitally (especially via email) and in a presentation setting/format.
- Exhibit a personality that demonstrates enthusiasm and the interpersonal skills to relate to students, staff, administrators, parents, the community and health service providers.
- Demonstrate an ability to communicate well with staff and students in a multicultural environment both orally and in writing.

## **HIRING PROCESS:**

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

**JOINING DATE:** As early as possible.