



JOB DESCRIPTION

Residential Primary Dorm Parent

JOB TITLE: Residential Primary Dorm Parent

REPORTING TO: Dorm Supervisor and Head of Residences

COLLABORATES WITH: Parents (primary communicator from an information liaison perspective), Residence Supervisors, Residence Coordinator, Dorm Parents, School Counsellors, Medical Team, Dean of Student Life, Academic Advisors, and Upper Years and Middle Years Coordinators.

Primary 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 and pastoral well-being of all students in the dorm in line with the school's guiding principles through efficient management of the staffing, organization and resources of the dorm.

For clarification purposes, "Pastoral needs relate to those aspects of a student's life that impact 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).**

In addition to the position summary stated above, group specific parent communication is an expectation of this role primarily from an information delivery perspective.

Student liaison and facilitation of the dorm curriculum in collaboration with the Dorm Supervisor, Dorm Parents, Residence Coordinator and Dean of Student Life is necessary

Being a Primary Dorm Parent does in no way mean that the individual are the primary care giver (pastoral care wise) of the students assigned to you. Overall pastoral care of our students is provided through a collaborative approach by all residential staff and this responsibility is shared equally.

In both pastoral and professional ways, exemplify [Our Calling](#) by teaching in a way which [Elicits Greatness](#) and make decisions that align with our [Guiding Principles](#). To know more, please visit [About Woodstock](#).

INTRODUCTION:

Working in a boarding school environment is equally challenging and rewarding - working at Woodstock School is especially so, as life here is particularly intense and demanding. Through our emphasis on teamwork and care of each other we are 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.



Woodstock School

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 Primary Dorm Parents in collaboration with the Dorm Supervisor and 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.

In order that Primary 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 Primary Dorm Parents in the dorm or dorm area, based on family size and availability. Primary 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, Primary Dorm Parents are expected to carry out their duties in a spirit of co-operation, consensus, collegiality and open communication with fellow residential team members, the Dean of Student Life and the Vice Principal.

DUTIES AND RESPONSIBILITIES:

During term-time, 6 days a week, approximately 48 hours per week; predominantly evenings, nights, weekends and midnight dorm rounds. Shift hours generally include 2-3 morning shifts per week (6-8:30AM) and 6 evening and weekend shifts per week. Overall adherence to the expectations set out in the residential staff handbook.

- Facilitation of dorm programming, based on skills and area of interest.
- Fulfilling obligations of any secondary role that had been assigned to you-
 - Demographic specific by country background.
 - Overall skill experience or education specific (mental first aid specific counselling, SEN, first aid, outdoor education)
- To ensure, in consultation with the Residence Supervisor, Residence Coordinator and the 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 and demerit system with a clearly understood and fair system of sanctions, to apply the school's codes of conduct, including keeping a detailed record of student behavior in the ManageBac portal.
- To be informed of the academic progress of students and consult, where necessary, with the Academic Advisor.
- Conduct high-quality check-ins with students every night (excepting the weekly day off) and



- To inform Residence Supervisor, Residence Coordinator and the Dean of Student Life 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 through e-mail, telephone, written or personal contact and to ensure that family incidents and problems are brought to the attention of the Dean of Student Life.
- Interacting with school Homeroom Heads, Advisors on any student related issues and periodically attending the Student of Concern meeting held at school level.
- To attend Pastoral Care meetings and staff meetings as required.
- Student Protection Panel and Disciplinary Action Committee liaison in conjunction with the Dorm Supervisor. Facilitation of all necessary disciplinary or commendation recording in Manage Bac (school operating system)
- Disciplinary facilitation in line with the schools' disciplinary, anti-bullying and substance abuse policy.
- Adhering to the school's communication flow chart expectations which include pastoral care, discipline, emotional wellbeing and any other counselling or medical needs
- 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 write termly dorm reports.
- To ensure that students are informed about Early Morning Duty (EMD).
- To co-ordinate student weekend arrangements, where necessary in consultation with the Residence Supervisor, Residence Coordinator and the dorm team.
- To co-ordinate students' travel arrangements in consultation with the Parent, Travel Office and Dorm Supervisor and Residence Coordinator.
- Careful management of the "Out of Boarding" weekends (grade specific) and other chaperoning duties ensuring the safety and security of students.
- To oversee the general health of the students in the dorm under the overall direction of the Health Centre. (Handling minor ailments and sending more serious issues for consultation at 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 and ensure that untidy rooms are corrected on the same day when students return from school.
- 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.
- To care for students for periods of time prior to the beginning and after the end of terms and mid-term breaks.
- Assisting the Dorm Supervisor in training and coaching new dorm parents and creating a positive learning environment through inclusivity and positive mentoring.
- Liaison with Dorm Counsel (dorm specific)
- To participate in the Sports program, 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 may reasonably assign.
- Available to meet with parents during parent teacher conferences or any other assigned time.

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.
- Maintain a high standard of professional and personal ethics, upholding all student protection and privacy principles.
- 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 continuous improvements and efficiencies.
- 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.
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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.
 - C. High quality support of dorm team colleagues and leadership in both professional and personal matters.
 - D. Establishing a Positive Dormitory Environment.

Professional Responsibilities-extra duties, professional behavior, teamwork, etc.

QUALIFICATIONS REQUIRED:

- Bachelor's degree in a related educational field (Education, Student Services, Counselling, Nursing, SEN, etc)
- Mandatory qualifications or training (within first 3 months)
 - 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 lead discussions with students on a range of Personal Social Health and Economic education topics.
- International experience, including international schools.
- Experience living in an intentional community.
- Physically capable of extensive walking and hiking in a hilly mountain environment.

SKILLS:

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

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