



## **JOB DESCRIPTION CORE Dorm Parent**

### **The Boarding Experience at Brookes**

#### **Our Boarding Vision**

Brookes Westshore strives to support its boarders' academic, social, cultural and personal growth within a safe and inclusive community where boarders experience a sense of welcome, belonging, value and respect. Central to this is the development of mutual understanding, respect and responsibility in a supportive community that promotes understanding across different cultural, linguistic, and national backgrounds. Boarding staff play a key role in the lives of our boarding students.

#### **Position Description**

Title: Core Dorm Parent

Reports to: Dorm Coordinator

#### **Primary Job Objective as a Dorm Parent:**

Dorm parents are responsible for ensuring students live in a safe and stable environment, offering assistance to both students and staff through effective facilitation of day-to-day activities. Dorm parents will be part of a specific team while on duty, and as part of an overall larger residence staff team.

The role of a Dorm Parent often entails a heightened level of availability and presence outside of regular duty hours. There may be times when you are needed in your "off duty hours" to help with a situation or offer advice. You will have a significant role in the residences in case of emergencies. You will be fully aware of policies and procedures and will be responsible for staff and students, ensuring they are well informed and trained.

#### **Scheduled hours**

CORE Dorm Parents' schedule will be created during orientation to include regular shifts that create a consistent and reliable work week, beginning after the first weekend of September to the end of June. Everyone is on duty the first weekend of September.

CORE Dorm Parents are required to be on duty until the Dorm is quiet and a final supervisory check of the Dorm has been made before going to bed. As a Dorm Parent, you are responsible for the residences after regular hours and may need to stay on duty if there are things that need to be taken care of i.e.: sick student, emotional student, etc.

#### **Key areas of responsibility include:**

As a delegated leader of Pastoral Care, CORE Dorm Parents are responsible for:

#### **Leadership**

As Dorm Parent, you will provide co-leadership with Dorm parent staff for students. You will be responsible for ensuring the integration of the overall program for the residences, following procedures, policy and established schedules. You will be communicating directly with other Residence staff and that all important issues and information are passed on to the Head of School, the Deputy Head, and the Dorm Coordinator, hereafter referred to as Senior Leadership Team (SLT), in a timely manner.

#### **Other duties**

- With the support of the SLT, leading the development and support of a responsive Boarding Team
- Promoting and encouraging the development of a strong Boarding community
- Ensuring that all Dorm Parents of the Boarding Team are available to all Boarders and aware of their responsibilities in regard to “in loco parentis”
- Treating and maintaining confidential information with sensitivity and integrity
- Being aware of situational needs and willing to support each other in times of high demand
- Establish expectations for student and staff behavior, model appropriate behavior
- Carry out disciplinary measures when necessary
- Ensuring relevant information is distributed to the appropriate departments
- Managing and maintaining the residences to ensure a safe, secure and clean environment by conducting regular inspections
- Coordinating safety checks and overseeing adherence to regulations in accordance with the school emergency procedures and policies
- Willing to participate in on-going career training and development
- Participating in school meetings, activities and events when required
- Assisting the SLT with orientation of new Boarding staff
- Working with appropriate support personnel in the case of a Boarder experiencing difficulty

#### **Team facilitation:**

An important aspect of the role of CORE Dorm Parent is to develop a strong functioning team in conjunction with the SLT. Clear expectations and communications are vital to a strong team. Dorm Parents are members of the boarding team, leading by example and setting achievable expectations. You will be responsible for the smooth running of your HOUSE, encouraging students to be contributing members of the Brookes Westshore school community.

#### **This is accomplished by**

- Building a Residence team where all members consistently follow operations standards, procedures and rules
- Participating in regular Dorm Parent meetings and with meetings for boarders
- Maintaining an atmosphere of care, security and good order in which boarders experience a sense of welcome, belonging, value and respect for their individuality
- Monitoring general health and well-being of boarders and liaising with appropriate staff when necessary
- Ensuring, in collaboration with the Residence team, that boarders keep their personal bedrooms and community spaces clean and tidy and respect the privacy and belongings of other boarders

#### **Living, learning community development**

Our students are why we are here. They look to staff for guidance, support, understanding and acceptance. The role of the CORE Dorm Parent will be to ensure the students’ needs are being met – emotionally, academically, communally, and individually. CORE Dorm Parents are expected to ensure

that rules are being followed and that consequences are managed. They will help students develop skills for communicating their needs in appropriate ways and to learn to navigate communal living.

**This will be achieved by**

- Ensuring effective implementation of an orientation program for new Boarders
- Providing care that ensures each student is receiving one/one contact on a weekly basis to make sure the student is emotionally and academically stable, birthdays and special events are celebrated, and the dorm is made to feel like a home
- Building a rapport with residents to help facilitate open lines of communication for questions, problems, and concerns
- Ensuring overall student needs are met including health, social well-being, behaviour management, and emotional support
- Supervising evening curfews and morning wakeup procedures
- Be available during the night in case of emergencies
- Advocating for students' best interests by maintaining liaison with parents, agents, and teachers when required
- Providing written reports regularly on Reach and for each term on ManageBac
- Consistently acting as a mentor, supervisor and a positive role model for the all students
- Being an active listener for students experiencing academic and/or personal difficulties
- Working with students to develop a sense of respect for self, others and community
- Monitoring the academic progress of boarders and facilitating appropriate support where necessary
- Overseeing the boarders' use of school buildings and equipment and ensuring that all facilities being used are kept tidy and cared for, promoting respect for school property
- Supporting and monitoring the involvement of boarders in the school's activity program
- Providing feedback on student's development and creating reports for all students in their House
- Dealing with first level behaviour issues/consequences
- Ensuring that all of the students in their care are aware of the school's safety rules and emergency procedures, (fire, earthquake, medical emergency, lock down, and shutting down gas and water supplies)
- Holding weekly meeting with all students in their House to review announcements
- Structuring and fulfilling duties related to students' daily schedule, including support around uniform needs and health needs ie: ensuring proper uniform is worn daily
- Playing a coordinating role in verifying all requests for weekend and holiday leaves and follow appropriate guidelines regarding transportation
- Teaching and promoting life skills such as room cleanliness, study skills, time management, and communal living
- Supervising Evening study hall
- Following Lock up and Lights out procedures
- Providing first aid assistance, and in cases of emergencies applying epi-pen or Naloxone
- Administering over the counter drugs safely, and completing log sheets to give to nurse
- Administering of medications in the absence of the nurse.