Wolaroi Site – Boys Senior Boarding House Mothers Job Description

The role of House Mother is very important. She is an integral part of the boarding community and fulfils many functions ranging from managing the general state of House to being a formal and informal conduit of information. The House Mother is employed on a 35 hour a week basis and works these hours in negotiation with the respective Head of House.

Job Description

- House Mothers are responsible for the welfare and well-being of students within the boarding house and aim to provide a caring, safe and happy environment.
- A House Mother has the role of being a maternal influence for the boys in boarding. She is responsible for ensuring that they keep the House and their bed space tidy. She is also responsible for ensuring that the boys uniforms are in a state of good repair.
- The House Mother undertakes basic duties to assist the Head of House in the daily routines involving the care of students and general functions of the boarding house.
- House Mothers need to know the boys in their care and be approachable so the students know that they have access to a female within the boarding community. They will often find themselves being trusted with information from students. They must abide by mandatory reporting requirements and ensure that they are as approachable as possible.
- As a House Mother you are there to support the students as such you should not be in charge of discipline as this could undermine the nature of your relationship with them.

Hours of Duty

This position is a Temporary Part Time position for a period of up to one year. Hours will negotiated with the respective Head of House but will not be greater than 35 hours per week unless previously negotiated with the Head of House, Director of Boarding or Assistant Bursar.

Duties of a House Mother

Each member of staff should work to assist the school to provide a caring, safe and happy environment for all students. This environment should be as home like as possible.

Afternoon Duty

- Inspect each student’s area to see that it was left tidy in the morning.
- Distribute laundry as needed.
- Be present each day when students return from school to welcome them "home".
- Be available to students to listen to their stories of the day.
- Organise the provision of supper each day.
- Ensure that students attend sport as required.
- Ensure that all students attend dinner on time.
- Assist in setting up the dining room each day.
- Collect the mail from school administration area.
- Carry out House banking as needed
- Carry out dry cleaning placement as needed.

Evening Duty

- Assist in supervising students at dinner, paying particular attention to promoting good manners.
- Helping to ensure that all students bathe/shower regularly and maintain a high level of hygiene, cleanliness and tidiness.
- Ensure that supper is available for each boarding student on the designated evenings/time.
- Ensure that students have sufficient sleep at the appropriate times.
Other Duties and Responsibilities (in conjunction with the Head of House and the MOD).

Maintaining a Presence

- Be present on the appropriate boarding site at all times when on duty (particularly when students are on site) except when, with the knowledge and approval of the Head of House, the House Mother is involved in activities related to the students, e.g., purchasing shoes for a younger student, purchasing suppers, etc.

- Attend functions such as house plays, house choirs, major musical productions, etc. Be on duty on important school occasions such as Fair Day, Scholarship Day and Open Day. Such occasions will be notified to each member of staff at the commencement of the school year. Time off in lieu may be taken by arrangement with the Head of House.

Welfare of Students

- Work to ensure that no bullying takes place and that a climate is established within each boarding house which encourages the development of appropriate and supportive relationships between students marked by tolerance, respect and good manners.

- Ensure that all students have appropriate and sufficient clothing for the Orange climate. (This includes checking that all students have warm casual clothes for non-uniform wear.)

- Ensure that students are in the appropriate place at all times. At night, students must not be permitted to wander in the grounds outside the boarding houses.

- Students moving between boarding houses at night must walk in pairs or in groups.

- Boarding houses must be locked and alarms switched on by 9 p.m. each night when students are in residence. (This may take place slightly later on weekends during summer.)

- Remember at all times that boarding students are entitled to feel that their privacy is respected and that they are not the subject of gossip by staff or other students.

- Liaise with other House Mothers, Health Care Centre, Chaplain, laundry, the school counselling service and the teaching staff when required to ensure the welfare of all students.

- Take a positive interest in the activities of each and every boarding student.

- Ensure that each boarding student receives as much positive encouragement and support as possible.

- Ensure that all students maintain a decent haircut in line with school guidelines.

Meals

Working in conjunction with the MOD or Head of House, ensure students:

- Attend all meals when on duty.

- Ensure that each student’s behaviour is appropriate and that, in particular, no bullying takes place.

- Ensure that each student, both senior and junior, has sufficient time to eat a meal.

- Ensure that any student who is absent from the normal meal sitting is provided with a meal on return. Including organising late meals.

- Check that any student absent from a meal sitting is absent for a legitimate reason.

- Ensure that student behaviour in the dining room is acceptable and that good table manners are promoted.

- Supervise the eating habits of the students.

- Ensure that students on special diets eat adequately.

- Ensure that all students new to the school, particularly overseas students in their first weeks at Kinross Wolaroi School, receive adequate nutrition.

- Liaise with the kitchen staff to ensure that students on special diets receive appropriate food.

- Ensure that, if the kitchen does run out of food, each student is provided with an adequate hot meal as an alternative.
Health Care Centre (HCC)

- Ensure that any sick student attends the HCC.
- Liaise with the HCC in regard to sick students to ensure that the instructions of the nursing staff are followed.
- Ensure that all student medication is distributed only under the supervision of the HCC. (At times, HCC staff may ask each house mother to supervise a child taking his/her medication in the boarding house.)
- Be available one day per week for HCC duty if required by the nursing staff on duty. (Each house mother must be able to be contacted by telephone during the day if the nursing staff requires assistance with HCC duty.)

Student Letters or other Parent Contact.

- Encourage students to make appropriate contact with his home each week.
- Distribute incoming letters and parcels to the appropriate student.
- Ensure that all parcels arriving at the school are monitored by house staff.

Dry Cleaning.

- Arrange for necessary dry-cleaning to ensure that all student uniforms are kept clean and tidy.
- Supervise the writing up of the dry-cleaning sundries sheets and distribute dry cleaned clothes to students.
- Forward dry-cleaning sundries sheets to the Accounts Office.
- Arrange for the alteration of student uniforms where required.

Student Laundry.

- Ensure that all students change their clothes regularly and that they place their soiled clothes in the appropriate laundry area in each boarding house.
- Ensure that all laundry rosters are observed both in regard to changing clothes and to changing linen.
- Ensure that dirty laundry leaves the boarding house and that the clean linen is returned and distributed according to the custom of each house.
- Liaise with the supervisor of the school laundry or the Assistant Bursar to ensure the smooth delivery and return of all laundry.
- Liaise with the House Mothers of other boarding houses to find missing laundry when required.
- Take responsibility for the linen count in the boarding house.
- Ensure that appropriate systems are put in place to minimise the loss of school linen.
- Liaise with the laundry staff to ensure that the laundry stock take occurs appropriately at the mid-semester break and at the end of the school year.
- Monitor blankets and doonas in own boarding house and assist with stock takes when required.
- Ensure that each student has a wash net.
- Complete the necessary paperwork when new wash nets are issued at student expense.
- Notify the laundry of the arrival of a new student or the departure of a current student.
- Notify the laundry whenever a student changes boarding house.
- Ensure that the school’s policy on students’ loss of clothes and personal goods is sent to the parents of boarding students at the commencement of each school year and to the parents of new students as they arrive at Kinross Wolaroi School.
- Ensure that students do not take school linen and blankets out of the boarding house at any time for any reason. The only exception to this is the use of a blanket during fire evacuation drill.
- Ensure that students do not take school pillows, linen, blankets or doonas home with them during holiday breaks.
• Ensure that the departure form is completed at the end of each term and notify any loss/discrepancy to the head of house.
• (on the PLC Site) Maintain laundry in a clean and tidy fashion. Ensure laundry is locked at night and opened in the morning.

**Sewing (including name tags).**
• Ensure that the alterations needed to student uniforms are completed expeditiously.
• Ensure that the clothing of all students, both uniform and non-uniform, is name tagged.
• Ensure that all personal property of each student is labelled or engraved with the student's name.

**Taxi Slips**
• Issue taxi slips to students as required ensuring, though, that such use is essential to avoid excessive accounts for parent payment. Each taxi slip is charged at $17.00 flat rate.
• Ensure that all taxi slips are charged to a particular individual or school budget.
• Return each taxi slip booklet to the bursar's office as soon as it is completed or by the working day closest to the 15th of each month.

**Entertainment and Activities.**
• Attend and assist in boarders' activities and entertainment as required when on duty.
• Assist in organising, and attend, boarders' activities on weekends or weeknights, as required, when on duty.

**Supervision of Travel.**
• Assist the Head of House and the Director of Boarding in co-ordinating each student’s holiday plans/travel.
• Ensure that no student leaves the school at any time without having completed the appropriate leave requests.

**Students.**
The House Mother is to assist the Head of House in:
• welcoming all new students into the house,
• making all students happy and comfortable within the house,
• maintaining the paperwork needed for casual boarding students to ensure that the appropriate accounts are forwarded to the bursar's office,
• welcoming casual boarding students into the house,
• organising the house at the beginning of the school year and at the beginning of each term, and
• organising the packing away and tidying of the house in readiness for cleaning at the end of each term and, particularly, at the end of the school year.

**Maintenance of Boarding Houses.**
• Report all items requiring maintenance promptly, using the Repair and Maintenance (R&M) Forms or e-mailing the Maintenance department directly at maintenance@kws.nsw.edu.au, cc’d to the Director of Boarding, sshepherd@kws.nsw.edu.au and the Bursar, donnelly@kws.nsw.edu.au
• Inspect the boarding house regularly, at least once per fortnight, to ensure that all minor maintenance has been reported and corrected.

**Boarding House Safety.**
• Ensure that the boarding house is secured and alarms set each night at 9:00 p.m.

**Emergency Evacuation Procedures -- Fire Drills and Lockdowns**
• Liaise with the Head of House to ensure that appropriate fire drills, emergency evacuation procedures and lockdowns are undertaken.
• Ensure that each student has his/her own fire blanket readily available and that all students wear leather shoes to fire and evacuation drills.
• Ensure, with the Head of House, that each student knows what to do in the event of a lockdown.

**Beginning and End of Term Procedures.**
• Assist in organising the house for the beginning of each school year and that the beginning of each new term.
• Assist in ensuring that the boarding house is packed away and tidy, ready for cleaning at the end of each term and, particularly, the end of each year.
• Ensure that the linen – sheets and pillows – and blanket and doona stock takes are undertaken and that all items are accounted for.
• Liaise with cleaners, head cleaner and laundry re the above.
• Ensure that all students have the necessary departure forms completed and signed prior to leaving.

**In General.**
• Ensure that all school rules and expectations are carried out.
• Actively listen and respond appropriately to students.
• Ensure the safety, security and happiness of the students.
• Model appropriate behaviour and manners in your dealings with students at all times.