St Margaret's College
Balanced foundations, bright futures.

Position Description

Position	Boarding Supervisor
Tenure	Permanent, part-time
Position reports to	Director of Boarding
Boarding House	As assigned

About St Margaret's

St Margaret's College offers a unique education for girls from Year 1 through to Year 13 for boarding and day girls. We have a dual pathway with NCEA and the International Baccalaureate Diploma programme and a strong emphasis on wellbeing and pastoral care as well as academic success. With a commitment to holistic education, balancing academic excellence with a multitude of co-curricular opportunities, St Margaret's College encourages students and staff to discover their passions and be the very best they can be.

A St Margaret's College education is founded on Anglican values with a focus on service and wellbeing and offered within a modern school environment promoting diversity, innovation, and sustainability. Each student is set up for success, joining a global alumni network of wāhine toa with the courage to embrace change, the confidence to lead, the desire to learn, and the drive to make a positive impact on the world.

Our Vision

To create empathetic, confident, and connected global citizens who value personal excellence and strive to make a positive difference.

Our purpose

Empowering girls to learn, live, and lead.

Our Values

Integrity – Kia pono, Excellence – Kia kairangi, Resilience – Kia manawaroa, Equality – Kia tōkeke, Higher purpose - Te pūtake

Purpose of this Role

The Boarding House Supervisor contributes to a safe, welcoming and inclusive boarding environment where students feel known, valued and supported to thrive. Working collaboratively with the wider boarding team, the position provides effective supervision, pastoral care and guidance, supporting students' social, emotional and personal development. This is a relationship-based role requiring sound judgement, initiative, professionalism and a genuine commitment to the wellbeing and safeguarding of young people.

St Margaret's College Boarding Supervisor Responsibilities

Area of responsibility	Key Responsibilities
Student Wellbeing and Pastoral Care	• Build positive and respectful relationships with students while maintaining clear professional boundaries. • Provide appropriate pastoral support and guidance that promotes student wellbeing, belonging, resilience and personal responsibility. • Recognise changes in student wellbeing or behaviour and respond or escalate concerns appropriately. • Promote positive behaviour through fair, consistent and restorative approaches. • Contribute to an inclusive and culturally responsive boarding environment in which students feel safe, respected and connected. • **Expected outcome:** Students feel known, supported and included, and wellbeing concerns are identified and addressed promptly.
Supervision and Boarding Operations	• Provide active and effective supervision during rostered shifts, maintaining appropriate awareness of students' location, safety and wellbeing. • Support the smooth operation of daily boarding routines, activities, leave arrangements and house expectations. • Encourage students to develop independence, confidence, practical life skills and responsibility for themselves and their community. • Support boarding activities, events, transport and other operational requirements as needed. • Provide clear handovers so that relevant information, risks and follow-up actions are understood by incoming staff. • **Expected outcome**: Boarding routines operate safely and effectively, and students receive consistent supervision and support.
Safeguarding, Health and Safety	• Place student safety and wellbeing at the centre of all decisions and actions. • Maintain professional boundaries and comply with the College's safeguarding, child protection, privacy and digital communication requirements. • Recognise, document and report safeguarding, health, behavioural and safety concerns through the appropriate channels. • Respond calmly and appropriately to illness, incidents, emergencies and unexpected situations. • Identify and report hazards and contribute to safe activities, facilities and working practices. • **Expected outcome:** Safeguarding and safety concerns are managed promptly, appropriately and in accordance with college procedures.
Communication and Teamwork	• Develop constructive and professional relationships with students, families, boarding colleagues and the wider College community. • Communicate relevant student and operational information clearly, sensitively and in a timely manner. • Work collaboratively with House Managers, the Director of Boarding, health and wellbeing staff, teaching staff and support teams. • Contribute positively to boarding events, team meetings, training and the wider life of the College. • **Expected outcome:** Students receive coordinated support and relevant people are kept appropriately informed.
Professional Practice and Administration	• Maintain timely, accurate, factual and appropriate records using approved College systems. • Exercise sound judgement and initiative within the scope of the role, escalating

	significant or complex matters when required. • Model the College's values and comply with relevant policies, procedures and standards of professional conduct. • Contribute to the presentation, security and effective operation of the boarding house. • Undertake other reasonable duties consistent with the nature of the position. • **Expected outcome:** Records and operational requirements are completed reliably, and the employee consistently demonstrates professional judgement and conduct.

Functional Relationships

- Students and their parents or caregivers
- House Managers, Boarding Supervisors and the Director of Boarding
- School nurse, counsellors and student wellbeing staff
- Teaching and support staff
- Catering, cleaning, property and security teams
- School Deans and Tutors
- Chaplain

Skills & Experience

- Experience working with young people in boarding, education, youth work, residential care or a similar environment.
- Strong relationship-building, communication and organisational skills.
- Sound judgement and the ability to remain calm and respond appropriately in a complex residential environment.
- An understanding of adolescent development, student wellbeing, safeguarding and positive behaviour support.
- Confidence using digital systems and maintaining accurate records.
- Experience with REACH, KAMAR, Google Workspace or Apple devices is advantageous.

Qualifications and Other Requirements

- A full and current New Zealand driver licence.
- A current First Aid Certificate, or willingness to obtain and maintain one.
- The ability to work the rostered hours required by the position, which may include evenings, weekends, overnight duties, public holidays and other periods when the boarding houses are operating.
- Compliance with the College's pre-employment and ongoing safeguarding requirements, including Police vetting and other checks required for work involving children and young people.
- A commitment to ongoing safeguarding, health and safety and role-specific professional development.

Personal Attributes

- Warm, approachable and committed to the wellbeing of young people.
- Emotionally mature, resilient and calm under pressure.
- Professional, discreet and trustworthy.
- Inclusive, culturally responsive and respectful.
- Reliable, organised and accountable.
- A collaborative team member who balances empathy with clear and consistent expectations.