**Position Title:** HOUSE MOTHER  

**Responsible to:** HEAD OF BOARDING

**General**  
The role of the Housemother will be carried out in a spirit of co-operation and mutual support with the Head of Boarding and other residential team members. The Housemother will need to be flexible and to be able to manage the unexpected happenings that occur within the Boarding House residence. These responsibilities are to be carried out in accordance with the College Mission, Vision and Values, policies, priorities and procedures and within negotiated industrial Awards and Agreements.

**Duties: Specific**

- To encourage and develop the family-like character of the Boarding House by fostering a sense of belonging and loyalty to both the Boarding House and the College.

  Ways to achieve this include:
  - To give respect to those in her care
  - Supporting and encouraging a Team yet family approach to the care of all students in the Boarding House
  - Ensuring consistency and fairness by following the guidelines for student management
  - Holding regular meetings with students in your care
  - Encourage pride in the Boarding House by ensuring it is well maintained and comfortable.

- To foster the Catholic ethos of the College – attend weekly liturgies and be active in ensuring girls are appropriately respectful during these liturgies.

  Ways to achieve this include:
  - To encourage boarders to accept responsibility for their own progress academically and personally and for the development of the Boarding House community.

  Ways to achieve this include:
  - Encourage sound homework and study habits by establishing set routines.
  - Ensuring routines such as bedtime, study times and Leave times are followed consistently.
  - Ensure communal living rules are kept.
  - To take responsibility for the girls’ wellbeing within the Boarding House and supervise day to day activities.

  Ways to achieve this include:
  - Make time to get to know each girl
  - Ensure you greet each girl in the morning and say “Goodnight” to her each evening.
During the shift ensure that you make contact with each girl at least twice.

To ensure supervision of areas such as the Dining Room, Library, School Pool and School grounds is maintained. Develop student rosters to ensure all areas are regularly covered.

To foster and maintain open, regular communication with parents and guardians of boarders.

Ways to achieve this include:

- For all new girls send an email or telephone parents within two weeks as a courtesy.
- Make contact with all parents at least twice per term
- To establish and maintain workable communication with the Head of Boarding and other Boarding House Staff.
- Daily Report to Head of Boarding

ACCOUNTABILITY AND RESPONSIBILITY

- To take responsibility for collecting and confirming the Weekend Leave Arrangements for each student.
- Administering and recording the administration of medication, including prescription medication.
- Driving girls to medical appointments as directed by Head of Boarding.
- Ensure that attention to manners and supervision is given in the Dining Room.
- Fulfill duties on Dining Room roster.
- Liaise closely with parents/guardians – contact to be made at least twice per term.
- To take responsibility for supervising girls on excursions and socials as directed by Head of Boarding.
- To have responsibility for the efficiency and attaining the high standard of cleanliness and security set by the College in the Boarding House at the beginning and end of each term.
- To have responsibility for reporting maintenance of any type required by the Boarding House and communicating this to Head of Boarding
- To transport girls to and from the bus and train station and airports at the end and beginning of each term, boarders long weekends and other times as directed by the Head of Boarding
- Preparation of Boarding House at the start of each term. Ensuring that each room is in readiness for the girls’ arrival
- Attend staff meetings and Professional Development at the commencement of each new term and at other times if requested by Head of Boarding.
- Liaise closely with other boarding Staff to ensure good communications and working relationships with all staff.
- Generally oversee the behaviour of all girls (not just those in own Boarding area).
STUDY PROCEDURES

- Communication between academic and boarding staff is important. Please record and report on any difficulties or issues pertaining to girls during homework via email to relevant academic staff with a c.c to Head of Boarding.

- Housemothers should ensure the Organiser is checked each evening for comments from Academic Staff. Ensure Organiser is being used correctly. Discuss with each girl what work is required that evening. Ask if girls need help with file maintenance and work organisation. Help where possible. Sign Organiser.

- To keep the Head of Boarding informed of attitudes and behaviour of concern (e.g. emotional or social problems).

Ways to achieve this include:
- Take an active interest in each student’s academic progress.
- Check and sign the organiser for students.
- Report concerns to the Head of House or Homeroom Teacher, Team Leader for Class Teacher or inform the Head of Boarding if of a sensitive nature.
- Insist on a supportive study environment by consistently following the study routines.
- Daily Report to Head of Boarding

- To maintain a high level of safety and security in the Boarding House and the College.

Ways to achieve this include:
- Be familiar with Emergency and Evacuation Procedures.
- Be able to organise and participate in an Evacuation Drill at least once per semester.
- Be familiar and comfortable with the Boarding House Electronic Security System.
- Remind girls constantly not to keep large sums of money in their rooms.
- Ensure girls have a key to lock their draws.
- Ensure a high level of security in Staff areas e.g. Boarding House Reception Office.

- To supervise duties as specified in the Boarding House Handbook.

- To ensure the Boarding House is prepared for the girls’ arrival and departure at the beginning and end of term. To ensure that they physical surroundings of the Boarding House are well kept, maintained and comfortable.

The House mothers are expected to participate in and contribute to:
- Staff meetings and in-services, Set-up and close-down of the Boarding House as required by the College.
It is expected that:
- House mothers where directed will supervise “Off-Campus” activities;
- House mothers who are on duty on the weekend must offer the boarders an **on-site activity at least once during their shift**.
- House mothers are responsible for ensuring boarders are prepared for College on Sunday evenings, e.g. uniform clean, bag packed with Organiser, PE requirements, homework etc.

**SELECTION CRITERIA**
- An understanding of and empathy with teenage girls
- An ability to demonstrate care and compassion
- Good interpersonal and communication skills
- Goal setting/problem solving skills
- Good organisational skills and an ability to multi-task
- Cultural sensitivity towards girls from various cultural backgrounds

**SUCCESSFUL CANDIDATES WILL BE REQUIRED TO OBTAIN**
- A current Police Clearance – The appropriate form can be obtained from the Department of Education and Training website at: [www.eddept.wa.edu.au/HRrecruitment/Downloads/PoliceClearance.pdf](http://www.eddept.wa.edu.au/HRrecruitment/Downloads/PoliceClearance.pdf)
- A Working with Children Check
- A medical clearance
- “F” class driver’s license
- A current Senior First Aid Certificate
- Residential Duty of Care Certificate