



# Boarding Tutor

Information for Applicants





## Key information

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**Position Title:** Boarding Tutor

**Closing Date:** Monday, 1 February 2021

## How to apply

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All applications should be submitted via email to [micah.hocquard@medbury.school.nz](mailto:micah.hocquard@medbury.school.nz)

Applications should include:

1. A letter of application addressed to the Deputy Headmaster, Mr Micah Hocquard
2. A statement addressing the key selection criteria.
3. Current resume outlining your career and education history.
4. Contact details of at least three professional referees.

The successful applicant will be subject to employment screening, which will include:

1. Reference checking and verification of employment history.
2. Criminal history check.

The School is committed to providing a safe environment for all students and staff. Applicants must be committed to the values of our child-safe environment.

## Questions

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Enquiries can be directed to the Deputy Headmaster on 03 351 6169 or [micah.hocquard@medbury.school.nz](mailto:micah.hocquard@medbury.school.nz)

Information for applicants can be found on the Vacancies page of the School's website: [medbury.school.nz](http://medbury.school.nz)



## Position Details

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<b>Position Title:</b>	Boarding Tutor
<b>Location:</b>	Medbury School
<b>Classification:</b>	Support Staff
<b>Status:</b>	Fixed term for 2021, term time only, 4.30pm to 9.00pm weekdays 10.00am to 4.00pm on weekends. (up to 34.5 hours per week, to be negotiated)
<b>Reports to:</b>	The Director of Boarding

## Scope and Authority

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**Medbury is one of Australasia's leading private preparatory schools for the education of boys from Years 1 to 8. Located in Christchurch, Medbury caters for day boys and boarders. Medbury will celebrate its Centenary in 2023.**

<b>Vision:</b>	To be the leading Australasian private preparatory school for boys
<b>Mission Statement:</b>	Unlocking Every Boy's Potential
<b>School Motto:</b>	Play the Game

The Headmaster is responsible to the Board for the direction and management of Medbury School. Ultimately the responsibility for the leadership and management of the School rests with the Headmaster.

The Boarding Tutor is appointed by and acts under the direction of the Headmaster and will be required to perform additional duties as determined by the Headmaster. He or she will also work alongside and liaise with Boarding, teaching and administrative staff in the School. Compliance with Workplace Health and Safety directives is a requirement in this position.

## Position Summary

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Responsible to the Director of Boarding, the Boarding Tutor assists Boarding House staff between 4.30pm and 9.00pm during the week and 10.00am - 4.00pm in the weekends.

The Boarding Tutor contributes to the School's aims and philosophy of developing and delivering a contemporary, innovative curriculum, which is underpinned by clear expectations about high quality learning outcomes and standards to be achieved and which is appropriate to a modern, technological and culturally diverse society.

The Boarding Tutor nurtures self esteem, encourages self reflection and develops compassion, respect, and tolerance as part of Medbury School's Christian Values on which children may build their lives in a school environment that values education within a sustaining and life-giving community. This significantly underpins the daily work of the School and the development of the curriculum.



## Key Responsibilities

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### Key tasks:

- Assist in the Boarding House
- Assist on Sunday outings
- Assist the boys with their homework
- Supervise mealtimes
- Assist at all major Boarding House activities including Boarders' services.
- Model appropriate behaviour and school values while in classrooms and around the Boarding House.
- Contribute ideas, suggestions about areas for development and things that are going well during weekly Boarding House meetings
- Provide pastoral care to boarders
- Report to the Director of Boarding if they have any concerns over boarder safety or well-being
- Maintaining anecdotal records on students for use in reviewing student's development
- Contributing to the welfare, health and safety of students
- Listening to students' reading
- Reading aloud and storytelling.

### Customer Service

- Provide the highest level of service to all members of the School including parents, students and staff
- Positively promote the School both internally and externally at all times
- Maintain confidentiality and handle sensitive matters diplomatically and discretely
- Promote the School's image positively on all occasions.

### Duty of Care

- Contribute to the School's duty of care for both staff and students by adhering to all requirements relating to the development of an environment which is free from the risk of injury, harm and/or disease as required by the Workplace Health and Safety and Child Protection Acts and relevant School policies and practices.

### Teamwork and Communication

- Demonstrate a willingness to work positively within a team as well as having the ability to work independently
- Demonstrate and practice a high level of written, verbal and non verbal communication skills
- Recommend improvements in processes, as appropriate to the Director of Boarding.



## Personal Characteristics

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- Supportive of the Christian Values within the School
- Operates effectively in a team environment
- Possesses a systematic approach to work
- Possesses the interpersonal skills appropriate to the role
- Displays enthusiasm and initiative – has a high achievement drive and acts in a self directed way
- Is diplomatic and tactful and able to maintain confidentiality and monitor level of disclosure on sensitive matters
- Displays confidentiality, tact and reliability to students and their families.

## Selection Criteria and Competencies

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Ideal candidates will possess the following competencies, skills, qualifications and experience:

- High level interpersonal and communication skills
- Ability to build positive and co-operative relationships with students, peers, parents and colleagues
- Ability to work effectively in teams.
- Well organised, with the ability to meet deadlines

All employees recognise and accept that multi-skilling is an essential component of employment, with Medbury and that they may be required to undertake duties outside their normal position description but within their skills, competency and capability.

Given the dynamic environment in which the School operates, the Headmaster may alter the roles and responsibilities of this position at this discretion in order to most effectively serve the needs of the School.

**Employee Name:**

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**Signature:**

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**Date:**

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