



TOWNSVILLE GRAMMAR SCHOOL

## RESIDENT TUTOR (Boarding)

### APPOINTMENT

- A Residential Tutor is appointed by the Principal in consultation with the Deputy Principal and Director of Boarding. The appointee is responsible to the Principal, through the Director of Boarding.

### REPORTING RELATIONSHIPS

- Residential Boarding Staff report to their relevant Head of House and the Director of Boarding.

### BREADTH OF ROLE - Committees/Task Forces

- Boarding Staff – Senior Resident Tutors, Resident Tutors, Study Tutors and GAP Staff.

### PRIMARY OBJECTIVES

- A Residential Tutor will aim to develop within the Boarding House a spirit and character that is friendly and supportive, which recognises the worth of each student as an individual and creates a sense of belonging for all resident students in accordance with the School Ethos.
- In normal circumstances, Resident Tutors, report to the relevant Head of House. The Head of House will allocate duties, establish routine and generally guide and monitor the performance of Residential Tutors.
- If a problem arises and the Head of House is off campus, a resident tutor should contact the Director of Boarding on mobile phone.
- The position will attract a salary, conditions, and teaching load (if applicable) as determined through discussion on appointment and will be reviewed annually by the Principal. A self-contained bedroom, with communal living spaces is provided as part of the overall package.
- A Residential Tutor should show concern for the boarders in the manner that an ideal parent would in a natural family situation and provide a supportive and structured environment where every student is known and feels a sense of belonging.
- Given the nature of this role in a residential community, there will be considerable out of hours requirements. The position, therefore, is considered to be a lifestyle choice as well as a job. Interested people (and where applicable their families) must understand and accept this component of the role.
- All School and Boarding rules apply within the boarding house/s. The Director of Boarding and Head of House, as the most senior residents, coordinate boarding policies and oversees the administration, pastoral care, and discipline of the boarding community.

### SPECIFIC DUTIES

- To assist the Director of Boarding and Head of House in the implementation of the School pastoral care programs and encourage in each student an understanding and acceptance of the boarding life.
- To complete those duties rostered to an individual by the relevant Head of House.
- To complete meal duty as part of the weekly duty roster and to expect high standards of behaviour and manners at those meal times.

#### NORTH WARD CAMPUS

45 Paxton Street  
North Ward QLD 4810  
(07) 4722 4900

#### ANNANDALE CAMPUS

1 Brazier Drive  
Annandale QLD 4814  
(07) 4412 4800

#### NORTH SHORE CAMPUS

Erskine Place  
Burdell QLD 4818  
(07) 4412 6600

#### EEC + PREP - YEAR 12

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CRICOS No:00564

- To assist in the monitoring of Leave throughout each rostered duty. Leave policy and expectations form parts of different documentation and is governed by the Director of Boarding and Head of Houses.
- To provide supervision at homework time. Staff on duty are to ensure that homework begins on time, is quiet and that students are doing school work.
- To attend Residential Staff meetings as called by the Director of Boarding.
- To be vigilant so that a student's social, school or academic problems are reported to the Director of Boarding, who will respect this confidence and assist in solving such problems.
- To participate in the supervisory roster for weekend boarding, as negotiated with by the relevant Head of House.
- Resident Tutor must not discuss colleagues with students.
- All serious behavioural problems must be reported to the relevant Head of House, e.g. bullying, smoking, drinking, breaking bounds.
- Residential Staff are required to hold a Positive Notice Blue Card for Child Related Employment, a current First Aid and CPR certificate and driver licence.

## **GENERAL**

### **Dress**

- There is an expectation that a Resident Tutor sets high standards of dress and deportment. It is encouraged that staff purchase corporate polo's from the TGS Uniform Shop to assist in maintaining the standard of dress as well as providing comfort when engaging boarders during activities and recreation times.

### **Use of Residence**

- All Resident Tutors must ensure that boarding is secure at all times. There are to be no other people staying in Residential Staff accommodation when students are present. There is an expectation that these facilities be kept tastefully decorated and tidy. Staff accommodation is allocated by the Director of Boarding and is subject to change at times to meet operational needs.
- Residential Staff accommodation is to be considered as the appointee's primary residence during term time.
- Resident Tutors must stay in residence when rostered as the person responsible for overnight duties. If Resident Staff need to be absent overnight, he/she must seek the approval of the Director of Boarding.

### **Relationships with Students**

- The key to a successful period as a Residential Tutor is to ensure that your relationship with students is caring yet demanding of standards, friendly and professional, diligent and positive. It is important that it be recognised that the School's view of Pastoral Care does not imply that students and staff are equal and peers, and consequently all Resident Tutors must ensure that their approach with students is professional at all times.

### **A Resident Tutor:**

- Should not mix socially with students unless at a School function. This safeguards your position as much as the School's.
- Should not engage current students in a social media platform, either by a friend list or any other means. This expectation safeguards you as a staff member and ensures that an appropriate level of authority exists in our boarding and educational environments.
- May only organise outings with the approval of the Director of Boarding and/or the relevant Head of House.
- Must not visit students after lights out unless it is part of the normal duty.
- Must be fully aware of the School's Child Protection Policy as it relates to their own dealings with students and any reported dealings with students which they become aware.