

Date updated: November 2019

Title: Residence Teacher Don

Reports to: Head of Residence, Heads of House, Associate Teacher/s, Heads of School

Functional Relationships: Principal, Heads of School, Deputy Heads of School, Teacher Dons, Faculty, Advisory Teachers, Social Counsellor, School nurses, Parents

Key Responsibilities

TO ENSURE RESIDENCE GUIDELINES ARE MAINTAINED AND ADHERE TO THE ESTABLISHED CODE OF CONDUCT AT ALL TIMES

- Teacher Dons have a 'Duty of care' to students. Teacher Dons are a combination of parent, teacher, and older sister. Whilst challenging, the juggling of these roles and knowing which role best fits each situation that arises is crucial.
- Assist students in their studies by monitoring their progress, tutoring and helping with the challenges of learning English as a second language.
- Maintain residence guidelines and supervise appointed quiet hours and lights out in residence.
- Participate in the weekly evening duty schedule on a regular basis.
- Assist in Residence Program planning and act as a chaperone on weekend trips.
- Be involved with the co-curricular life of the School by leading and/or coaching clubs or sports.
- Participate in and/or lead House meetings.

MAINTAIN AN AWARENESS OF THE PROGRESS AND DEVELOPMENT (BOTH PERSONAL AND ACADEMIC) OF EACH STUDENT IN THE TEACHER DON'S APPOINTED FAMILY, AND BE PREPARED TO SHARE OBSERVATIONS AT WEEKLY STAFF MEETINGS WHERE PROBLEM-SOLVING STRATEGIES WILL BE DISCUSSED AND FOLLOWED THROUGH.

- Support and reinforce appropriate values and behaviours in students
- Fulfil an appropriate 'duty of care' in the creation of a positive, happy and responsible residential environment and service for all students.
- Respect and embrace the diversity within the student population.
- Supervise and provide opportunities, which enrich students' personal and social development.
- Plan and implement a wide range of suitable activities for students to enjoy.
- Support the school at school functions (award presentations and special events, orientation and Open Days) and in the promotion of the school at sporting and arts functions.
- Participate, lead and supervise student co-curricular activities each week of the academic year as assigned or nominated for.
- Undertakes other duties as directed by the Head of House.

ENSURE POSITIVE COMMUNICATION AND LIAISON WITH COLLEAGUES, PARENTS/GUARDIANS, SCHOOL STAFF, OTHER PROFESSIONALS AND MEMBERS OF THE LOCAL COMMUNITY IN SUPPORT OF STUDENTS' DEVELOPMENT AND WELLBEING.

- Head of House: Regular contact with regard to duties, responsibilities and issues that may arise.
- Parents/Guardians: Communicate with students' parents/guardian on students' academic progress and social development.
- Faculty: Liaise with teaching staff with regard to residence students' academic progress.
- Counsellors/Welfare: Liaise with welfare staff with regard to residence students' social, emotional needs

and progress as appropriate.

OPTIONAL IN MIDDLE SCHOOL: PARTICIPATE IN A CLASS WITH MIDDLE SCHOOL STUDENTS UNDER THE LEADERSHIP OF A MIDDLE SCHOOL TEACHER.

- Attend and assist with assigned mentor teacher/facilitator in your assigned department or Middle School classroom.
- Fulfill the 'teacher' professional expectations as laid out in the Branksome Hall Asia teacher's handbook.
- Promptly report duty of care, critical incident, occupational safety and health matters to senior staff.
- Support and facilitate the Branksome Hall Asia "English language learners" teaching program.
- Works hard to improve work related knowledge and skills.

School Address and Contact Information

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