

RESIDENTIAL LIFE ASSISTANT - PART TIME JOB DESCRIPTION

LOCATION	The Village School - Houston, TX
JOB PURPOSE	To the students and staff in their care, they will provide supervision, structure, guidance, discipline and understanding
REPORTING TO	Residence Life Director
REPORTS TO/EVALUATED BY	Shift Supervisors (daily shifts)/Year Group Leaders (performance management)/Residence Life Coordinator (overall)
OTHER KEY RELATIONSHIP	Director of Operations

KEY RESULT AREA	MEASUREMENT OF PERFORMANCE
Major Responsibilities and Duties	
<ul style="list-style-type: none"> ● Meet Shift Supervisor at the start and end of each shift to have tasks assigned, and to complete the morning/night/overnight reports ● Perform morning wake-up calls, routines and headcounts ● Keep track of students in after school activities ● Use BoardingWare to do roll checks, check permissions and sign students in and out ● Patrol the High School, including cafeteria, classrooms, Learning Commons, gyms/game venues to check for good behaviour ● Circulate during dinner (cafeteria and patio) to make sure behavior/manners are good, tables are tidied ● Supervise study/prep time according to the guidelines ● Complete overnight, evening and morning reports including information about medical issues, behaviour infractions etc 	<ul style="list-style-type: none"> ■ Annual Performance Review
Other Responsibilities	
<ul style="list-style-type: none"> ● Making disciplinary decisions and assigning appropriate punishments in a timely manner ● Reporting persistent behavioral issues in the daily/nightly/overnight reports ● Undergoing training at the start of the school year, including review of the handbook and procedures, first aid/CPR, ELL training and compliance training for bloodborne pathogens, anaphylaxis, child abuse reporting and concussion ● Checking email at the start of shift, and at least once per hour during shift 	<ul style="list-style-type: none"> ■ Annual Performance Review

<ul style="list-style-type: none"> ● Checking medical needs of students from daily/overnight/evening report ● Administering medications as instructed by the school nurse/daily medications form and completing the medication log book ● Monitor and assist with the academic progress of the students, as requested by the Year Group Leader ● Communicating with faculty/staff about students' academic progress, as requested by the Year Group Leader ● Communicating issues to the RL Admin team ● Communicating about upcoming events with students ● Attending meetings with RL admin team (Full time staff must attend meetings - only one meeting per semester can be missed) ● Attending and/or leading student meetings ● Greeting visitors, and checking the records/ID's for family members/friends taking students off campus ● Ensuring all common areas are kept clean and tidy by students (including supervising evening chores) ● Checking students are in the correct school uniform before they leave the dorm on a school day, or are appropriately/modestly dressed on evenings and weekends ● Provide supervision on campus during mealtimes, study time, and when using learning commons ● Supervising morning, evening and weekend events and routines ● Accompany students on class trips, RL trips (weekday and weekend), RL trips during Spring Break and Thanksgiving, doctor visits (Full time staff must attend either the Spring Break trip or the Thanksgiving Trip) ● Conducting regular room checks during evenings and weekends ● Driving school vehicles with students. ● Other duties as assigned 	
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PERSONAL SPECIFICATIONS – Skills Knowledge and Experience

<ul style="list-style-type: none"> ▪ Bachelor's (or working toward) degree preferred. ▪ Experience working with youth groups, teaching, counseling, coaching, summer camps, as a Residential Assistant in college or in a dorm setting. 	Essential
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Personal Attributes

<ul style="list-style-type: none"> ▪ High levels of personal integrity ▪ Conscientious and able to focus on completing work to a consistently high standard ▪ Flexible and positive approach to work

- Excellent organisational and time-management skills; high attention to detail
- Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved
- Adaptable to working in a fast paced ever changing environment
- Ability to work under pressure and remain calm
- Proactive and willingness to take on multiple tasks
- Self-motivated and enthusiastic
- Ability to work independently
- Must be a team player, willing to help and be flexible
- Continually strive for improvement

Other

- Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.
- Compliance with visa requirements for working in [Location].
- A commitment to safeguarding and promoting the welfare of all pupils. And the willingness to undertake appropriate child protection training when required

PHILOSOPHY AND VALUES

We are ambitious for our students, our people and our family of schools. We believe that:

- There is no limit to what every person can achieve.
- Creativity and challenge help us get better every day.
- Learning should be personalised.
- Unique global opportunities enhance the learning experience.

The NAE Commitment

At Nord Anglia Education, we work every day to inspire our schools, our students and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible in their personal, social and academic endeavours. Within our family of schools, this aspiration is underpinned by a commitment to always act with **respect, integrity, openness, courage and ambition**. These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.

Promote and embodies *The CORE 7 Leadership Capabilities:*

- **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
- **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
- **Collaborative** – Works collaboratively with others to achieve organisational outcomes
- **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
- **Enabling** – Drives excellence through valuing and developing others
- **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
- **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations

- Role-model the 'Be Ambitious' philosophy each day
 - Feedback as a valued member of the team and the wider organisation