



House Supervisor

The Mount Academy is currently looking for the right people to complete our Student Residence Team. We are looking for a House Supervisor to fill the role of on-site supervisor in one of our cottages. This role will have a big impact in the lives of our students by supporting students' academic, social, cultural and personal growth within a safe, supportive, respectful, and inclusive home style environment.

For the 2022-2023 school year, The Mount Academy has partnered with The Gables PEI to allocate their executive cottages for our students from September- June. Each cottage will house 9-11 students and the Residence Coordinator. These cottages are located in close proximity to each other creating a fun, community environment for both the House Supervisors and our students in beautiful Cavendish, PEI.

Overall Responsibility

House Supervisors are responsible for ensuring our students live in a safe and stable environment and are a part of the supervisory team of The Mount Academy outside of school hours. The responsibilities of this role will include supervising meal times, enforcing curfew, emergency overnight support and as part of an overall larger residence team during after-hour activities.

House Supervisors are on-duty Monday to Friday before school starts (approximately 6:30-8:00am) and again when the students return at the end of the school day (approximately 4:00pm). Dinners will be provided by our Health and Wellness program, but there may be some preparation required to ensure all meal times run smooth and everyone enjoys their meals. You will also be responsible for communicating with the Health and Wellness Coordinator if any issues arise and with the Director of Student Life and Residence on a consistent basis.

House Supervisors are also on duty Saturday and Sunday for the entire day. However, our students are elite athletes and travel often with their hockey teams. This should allow each House Supervisor to have approximately eight weekends off-duty during the year. We also have a Student Life Coordinator who will be planning activities for the students that are not traveling, such as attending Islanders games, day trips to Charlottetown, movie night, etc.. The school calendar is available for your review, and outlines the details of the breaks for Christmas and March Break. During this time, students are required to leave the cottages allowing the House Supervisor to stay in the cottage. The Supervisors will also have The

Mount Academy academic and athletic staff available to provide support coverage in cases of special activities, illness, leave or if an emergency should arise.

The setup of the Gables will allow for a larger community for both the students and the Supervisors. In total, there will be six cottages in close proximity creating a team of supportive staff members to ensure that this truly becomes a home for everyone. This will also allow for things such as fun cottage rivalries, extra hands to help when needed and even fellow Supervisors that might want to carpool into town for work or school each day.

Specific Responsibilities

- Ensuring effective implementation of an orientation program for student residents as directed by the Director of Student Life and Residence
- Providing care that ensures each student is receiving one on one contact on a weekly basis to make sure the student is emotionally and academically stable, birthdays and special events are celebrated, and the residence is made to feel like a home style environment.
- Building rapport with student residents to facilitate open lines of communication for questions, problems, and concerns
- Ensuring overall student needs are met including health, social well-being, behaviour management, and emotional support
- Supervising evening curfews and morning wakeup procedures
- Be available during the night in case of emergencies
- Advocating for students' best interests by maintaining liaison with parents, coaches and teachers when required
- Consistently acting as a mentor, supervisor and a positive role model for all students
- Being an active listener for students experiencing academic and/or personal difficulties
- Dealing with first level behaviour issues and providing appropriate consequences that align with the house rules and communicating any issues that may need to be addressed with the Director of Student Life and Residence
- Ensuring that all of the students in their care are aware of the school's house rules, safety and emergency procedures, (fire, medical emergency, lock down, flood etc.)
- Coordinating all student requests for weekend and holiday leaves and following appropriate guidelines regarding transportation

Education, Experience and Skills

- Must complete a Criminal and Vulnerable Sectors Record Check
- Experience dealing with people, and in particular, adolescents, sensitively, empathetically, tactfully, consistently and professionally at all times
- Experience in counselling or working with youth in a residential style environment is an asset
- Excellent interpersonal, written and oral communication skills

- Ability to establish priorities, organize, schedule and solve problems and tasks
- First Aid certification to be obtained within one month of employment at the cost of the employer
- Class 4 Driver's license would be beneficial

Compensation and Benefits Package

- Free accommodation of a furnished bedroom that includes all utilities, onsite laundry and high speed wireless internet
- Meals provided
- Cross training opportunities may be possible in other areas of the school
- Stipend of \$7,500 for the school year in addition to benefits listed above

If interested, please forward a cover letter and resume to studenthousing@themountacademy.ca.