



St Catherine's School

POSITION DESCRIPTION BOARDING HOUSE ASSISTANT

Department	Boarding	Reports to	Head of Boarding
School Charter	As a leading girls' school in Australia, St Catherine's is committed to nurturing and empowering independent and globally responsive young women, enabling them to approach all their endeavours with confidence, wisdom, and integrity.		
Our Vision and Values	School Values: Integrity, Curiosity, Perseverance, Empathy, Gratitude 'A St Catherine's student approaches her dealings with all others with absolute and unwavering integrity . She approaches both her work and the world around her with a sense of curiosity . She will always persevere , even when the path ahead seems challenging. She displays genuine empathy and gratitude at all times.'		
School Motto	<i>Nil magnum nisi bonum</i> - Nothing is great unless it is good.		

Introduction

The Boarding House Assistant is a member of the Boarding Team and is responsible to the Head of Boarding Services. This role involves responsibility for the specific care and supervision of a group of up to 50 girls, as well as a shared responsibility for the general good order of the Boarding House and the welfare of those within it.

As part of the St. Catherine's community, the Boarding House Assistant will be expected to support the ethos and values of the School and uphold its policies and procedures, including the responsibilities outlined in the "Boarding House Staff Manual".

SPECIFIC RESPONSIBILITIES

- Exercise duty of care at all times with the Boarding House students.
- General administration as required by the Head of Boarding Services.
- Assist in the implementation of School policies and values as they relate to the boarding experience.
- Take responsibility for the Boarding House when on duty including the welfare of all boarders and monitoring security arrangements.
- Communicate to parents effectively when required including weekend leave arrangements.
- Contribute positively to the Boarding House team.
- Communicate and monitor expectations and general guidelines in relation to Boarders' behaviour.
- Maintain behavioural guidelines in keeping with boarding philosophy and in consultation with the Head of Boarding Services.
- Ensure appropriate discipline measures in the Boarding House and when necessary, defer to the Head of Boarding Services.

Other Key Responsibilities

- Attend regular Boarding House staff meetings as required.
- Supervise the study and recreational activities of Boarding students.
- Be aware of responsibilities outlined in the "Boarding House Staff Manual" and implement the instructions with good sense and compassion.
- Communicate effectively to all Boarding House staff and parents, where necessary.
- Approve leave arrangements for boarders in accordance with established policies.
- Liaise with the Head of Boarding Services in the provision of pastoral care to students.
- Monitor the security system throughout all areas of the Boarding House and advise the contracting companies as required.
- Supervise meal times.
- Other duties as directed by the Principal or the Head of Boarding Services.

Child Safety Responsibilities

- Provide students with a Child Safe environment.
- Ensure and promote the safety of children from diverse backgrounds including children from culturally and/or linguistically diverse backgrounds, Aboriginal children, and children with disabilities.
- Be familiar with and comply with the School's Child Safe policy and Child Safe Code of Conduct, and any other policies or procedures relating to child safety.
- Participate in the School's Child Safe training programs as required.
- Raise any child safety concerns with the School's Child Safety Champions.

Occupational Health and Safety Responsibilities

- Comply with Victorian OHS legislation and the School's OHS policies and procedures.
- Perform duties in a safe manner without risk to their own health and safety, or the health and safety of others including, but not limited to students, other staff, contractors, volunteers, and visitors.
- Report any hazard, incident, injury, or illness as soon as practicable.

- Make OHS a priority, by completing, or contributing to, required risk management plans whilst undertaking tasks in the School's operations.

Key Selection Criteria

- Experience in working with adolescents in a Boarding School or School environment.
- Demonstrated ability to relate well to adolescent girls and to understand and respond to their needs.
- Tertiary qualifications in education would be a distinct advantage.
- HLTAID011 First Aid Certificate (or equivalent).
- Excellent organisational and interpersonal skills with the capacity to establish rapport with all members of the School community.
- Strong communication skills, both written and verbal.
- Excellent computer skills for administration, in particular Microsoft Office 365.
- Ability to think and work autonomously and in a team environment.
- Ability to be proactive and take initiative.
- Sound judgement skills with an ability to manage sensitive information discretely and confidentially.
- Willingness to uphold the ethos and values of the School at all times.
- Current VIT Registration or Working with Children Check and willingness to obtain a current Police Check.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of duties attached to this position. The Position Description is subject to review in response to the changing needs of the School and the development of skills and knowledge of the successful incumbent.
