



THE SCOTS COLLEGE

"In seeking to serve God faithfully, the Scots College exists to inspire boys to learn, lead and serve as they strive for excellence together"

Scots to the Fore: Brave Hearts, Bold Minds – Our Strategic Intent 2016-2025

Position Title:	Boarding Assistant/Residential Tutor
Department:	Boarding Glengarry
Location:	Glengarry Campus, Kangaroo Valley
Reports to:	Director of Glengarry, Head of Residential and Operations Glengarry and ultimately the College Principal
Functional Relationships:	Director of Glengarry, Head of Residential and Operations Glengarry, Glengarry staff and students.
Date Position Description Approved:	18 October 2022

Primary purpose of this role

To live on site and support the Scots culture and assist with the day-to-day running of the Glengarry Campus program. Provide active and positive supervision for bed downs, wake ups, sports, recreational activities. Respond to emergencies in Dorms and act as first responder; alerting 'On Call' during silent hours. This role will include a specific campus responsibility in an area such as sport and recreational, grounds and vehicles, laundry and mail.

Key Accountabilities

- Student safety and wellbeing.
- Active and positive supervision of students
- A high standard of cleanliness in residence.
- Awareness of risk for outdoor training, physical training and recreational activities.
- Role model to students.
- Adherence to college & campus policy and procedure

Key Tasks and Expected Outcomes

1. Residential support
 - Monitor & actively supervise Year 9 boys on campus with specific emphasis on ensuring all students safety
 - Act as a mentor & model for the boys in all aspects of the Glengarry program including punctuality, tidiness, speech & presentation
 - Provide silent hours support to designated dorm/s overnight.
 - Respond to emergencies in Dorms and act as first responder; alerting senior staff & securing extra help when needed.
 - Provide over the counter medication to students according ABSA standards.

- Be available and on time for supervisory duties in the Dorm and the wider program & timetable
 - Know the timetable and diary in order to prepare the boys for up-and-coming events
 - Support other staff & act as a team member to ensure the smooth flow of the program and the safety of the boys
 - Serve in either; Mail and Laundry, Vehicles and Grounds or Sport and Recreational.
2. Outdoor Education Program
- Observe & assist with the outdoor education program at Glengarry as required:
 - Participating in hike briefs, de briefs and other outdoor activities as required
 - Take part in Regains. Solos, option hikes and Long Journey Home (LJH).
3. Policy Implementation
- Ensure students' wellbeing and safety within the Dormitories and Glengarry Campus by adhering to all policies and procedures
 - Support the Christian ethos of the College
4. Community Leadership of Co-Curricular
- Supervise students during lunch and recess as required.
 - Participate in College events including Speech nights, LJH plus campus clean up days
 - Communicate and work collaboratively with colleagues, parents and caregivers
 - Recognise the value and uniqueness of each individual within the College community.
 - Participate fully in the life of the College and attend meetings and make presentations as required
 - Engage in the daytime aspects of the Glengarry program.
5. Professional Development
- Participate in staff meetings & professional development days as required
 - Must complete Duty of Care Book 1 (ABSA) within the first 2 months of employment.

Performance Review Conditions

The appointee to the position of Boarding Assistant will be required to participate in the annual Performance Review Program. An external Performance Review will be conducted at the request of the Principal.

Special Requirements

The nature of this position is such that the Boarding Assistant is required to be available outside the 'normal' school hours, is required to participate fully in the life of the school, to attend meetings and make presentations when necessary.

The Boarding Assistant will, from time to time, be asked to take on extra duties that are assigned by the Principal.