



Position Description

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| Position: | Boarding House Assistant |
| Position Status: | Casual |
| Classification: | BH 1.1, in accordance with the Presbyterian Ladies' College General Staff Agreement 2022-2024 |
| Reports to: | Head of Boarding. All positions in the College ultimately report to the Principal. |

Presbyterian Ladies' College

Established in 1875, Presbyterian Ladies' College is a leading Christian independent school for girls from Kindergarten to Year 12, with onsite boarding available from Year 7.

The campus is situated in the east of Melbourne on a 16-hectare site, creating a unique environment of a school in a park.

Our core values, underpinned by our Christian Ethos, are Integrity, Empathy, Courage, Delight and Service, and these provide an enduring foundation for dynamic learning.

The College Mission is an outstanding education within a Christian context that:

- prioritises care
- promotes holistic development and growth
- personalises learning
- provides enriching opportunities
- perpetuates principled living and a service ethic
- prepares students for their time as scholars, thinkers, citizens, advocates, and leaders

Our consistently impressive academic results reflect the high-quality teaching, dedication of the students and visionary leadership for which the College has long been renowned.

We value and nurture the individual strengths and passions of the students. The personal development of our students is our priority with extensive age-appropriate care and wellbeing programs. Asian and European language studies are part of the curriculum from Prep to Year 12 with many students continuing foreign language study through either the Victorian Certificate of Education or the International Baccalaureate pathway.

The students' talents and interests are nurtured within a rich curriculum program, as well as through extensive co-curricular offerings.

Our ultimate goal is to develop girls who are fully prepared and will flourish in their life and work well beyond school as they contribute in meaningful ways to their community as scholars, thinkers, citizens, advocates and leaders.

Context of the Role

Boarding House Assistants are part of a team of permanent and casual staff who assist with the functioning of the Boarding House and contribute to the achievement of the College's goals as set out in the strategic plan.



Position Overview

Boarding House Assistants will be encouraged to develop a happy and positive relationship with boarders and assist in the smooth and effective running of the Boarding House as directed. They will provide basic day-to-day care for boarders in the Boarding House.

Boarding House Assistants are rostered to work across a 7-day roster as needed and are required to be able to work sleepover shifts as well as on weekends. They will be expected to act in a professional manner and maintain confidentiality at all times.

This role is term time only, however the work schedule may include some extra days at the end of each term to accommodate boarders' flight schedules.

Key Responsibilities:

Examples of duties include but are not limited to:

Communication

- build and sustain positive relationships with staff, parents, students and other members of the College community

Care

- actively engage in Boarding House activities which build a sense of community
- assist in the running of Boarding House activities
- nurture boarders' academic progress and social and emotional development
- engage in opportunities for strengthening bonds between the students and staff
- communicate with boarders' parents as required
- engage in opportunities to share culture, language and traditions within the Boarding House

Organisation

- attend excursions and activities as required
- attend weekly Boarders' Chapel as required
- comply with all relevant legislation and policies and procedures which may be amended from time to time
- attend staff meetings and staff professional development days as directed
- ensure the confidentiality and privacy of members of the College community is respected
- undertake all rostered duties

Administration and Operations

- maintain a happy and positive relationship with boarders
- provide pastoral care and look after boarders' welfare
- build and encourage a strong community within the Boarding House
- monitor boarders during meal times, noting in particular absences and keeping meals for those requiring it
- assist and maintain cleanliness of dining room
- supervise boarders at homework time
- liaise with cleaning staff as required
- report damaged property to Boarding House Administrator and/or Head of Boarding
- ensure boarders are up and ready for school each morning
- ensure all entry/exit points to the Boarding House and staff office are suitably locked and security is kept as utmost importance



- ensure all visitors to the Boarding House report to staff and inform you of their purpose in the Boarding House
- receive and direct incoming calls
- communicate with Head of Boarding and Senior School Nurse regarding a boarder's illness, either current or potential
- take responsibility for administering medicines and/or prescriptions as required
- assist with transport and/or escort boarders to medical appointments as required
- participate in emergency drills and coordinate emergency evacuations as the need arises
- communicate any concerns (emotional or behavioural) regarding an individual boarder to Head of Boarding
- ensure open communication between school and Boarding House is maintained regarding daily requirements (uniform, absenteeism, excursions, exams, etc.)
- keep record of boarders' activities and outings
- monitor boarders' rooms and tidiness
- deliver/pickup mail and other items from school for boarders
- attend and participate in weekly staff meetings as required

Other Duties

- as directed by the Head of Boarding and Boarding House Supervisors

Qualifications / Registrations / Certifications:

- Current Working with Children Check (Employee), or willingness to obtain
- Current HLTAID011 (Provide First Aid) and HLTAID009 (Provide CPR) Certificates, or willingness to obtain
- Anaphylaxis Certificate - training provided during induction
- Asthma Certificate - training provided during induction
- Drivers Licence (preferred)

Knowledge, Skills and Experience:

- interested and involved in student learning
- ability to demonstrate an understanding of the needs of teenagers
- interest in being involved in the development of young people
- confident and engaging communicator
- strong interpersonal skills
- actively support the College's mission, values and goals in all dealings with members of the school family and wider community

Key Attributes:

- warm, positive and considerate manner
- familiar with the needs of teenagers
- positive role model for boarders
- ability to work independently and collaboratively as required
- calm under pressure
- commitment to ongoing professional learning and growth in skills

Key Relationships:

- Boarding House staff and boarders



Additional Information Relating to the Position

From 13 May 2024, as a prerequisite of employment, all staff members must acknowledge they have read and understood the contents of the PLC Recruitment Pack and will comply with PLC's Child Safety, Health & Safety, and Policy & Compliance commitments by signing the relevant section in their contract prior to commencing employment.

All appointments of general staff are subject to a satisfactory National Police Check, at the expense of the employer.

Mrs Cheryl Penberthy
Principal

October 2024

The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive.