LORETO COLLEGE
Marryatville, South Australia

Education Support Officer
Boarding Resident Assistant

About Loreto:

Loreto College is an independent Catholic Day and Boarding School for girls from Early Learning to Year 12. It is one of many schools throughout the world directed by the Institute of the Blessed Virgin Mary IBVM (also known as the Loreto Sisters).

To work in a Loreto school is to be part of a vibrant tradition reaching back to 1609 when Mary Ward established her first school for girls in Europe.

A strong belief in the capacity and responsibility of women to contribute significantly to society and to the Church underlies the emphasis in Loreto’s education tradition. This is based on Mary Ward’s conviction that “Women in time to come will do much”.

In 1905, Loreto in Adelaide opened in Sydenham Road at Norwood. The present site, “The Acacias”, on Portrush Road was opened in 1921 with 100 students. Today, there are some 900 students from Reception to Year 12 including 60 boarders.

The Loreto Schools of Australia Mission Statement embodies this vision:

“Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.”

Specific responsibilities of the role

The Boarding Resident Assistant position is a live-in position in the Boarding House. Boarding Resident Assistants will be rostered 20 hours per week (either overnight, duty hours or a combination of both) in lieu of full board and lodging.

The safety and welfare of all the girls in the Boarding School are the prime responsibility of the Resident Assistant. She will carry out duties as directed by the Head of Boarding and Senior Staff upholding the values in the Loreto Mission Statement and mindful of the Loreto College Goals. Responsibility for specific duties will be assigned on the basis of an Assistant’s natural or acquired strengths. The Resident Assistant will have a commitment to professional development via meetings with the Head of Boarding twice per term and as it applies to the Standard Boarding Certificate course outlined by the Catholic Education Office. Private phone calls should be taken outside rostered duty hours. Resident assistants do not transport students in a private car.
Specific responsibilities in relation to boarding

- undertake a 2-day induction programme facilitated by the Catholic Education Office – Standard Boarding Certificate;
- live in an assigned boarding staff suite and assist in the care of boarders according to a 24-hour 7-day roster;
- encourage positive attitudes and strong morale among the girls in the Boarding House;
- on beginning duty read most recent entries in the Communication Book;
- while on duty be accountable for the whereabouts of all girls;
- while on duty attend to tasks as described on the written schedule for the shift, or as directed by Senior Staff;
- assist Senior Staff with sick/injured girls outside normal school hours, with relevant updated qualification;
- ensure the Boarding House is kept tidy at all times;
- liaise with Senior Staff or the Head of Boarding re persistent behaviour problems with the girls;
- attend special functions, e.g. beginning and end of year activities, socials;
- be alert to issues that may affect the safety of boarders, staff, visitors to the Boarding House and report any adverse issues to the Head of Boarding;
- report any maintenance issues to Senior Staff;
- report all activities, incidents and information during a shift in a Communications Book located in the Duty Office;
- provide escort for girls needing to use school facilities out of school hours;
- liaise and negotiate with other Resident Assistants to rearrange a duty roster. In the event of a change, it must be arranged well in advance by mutual agreement and details of the change communicated in writing to the Head of Boarding;
- be responsible for keys used to access houses, school and swimming pool and ensure girls do not have access to these keys;
- any other duty as directed by the Head of Boarding or the Principal;

Specific responsibilities in relation to our Mission and Ethos

- incorporate Loreto’s Mission Statement, its principles and values into boarding practices;
- role model Christian values in all dealings with students, staff and parents;
Specific responsibilities in relation to community

- provide consistent public support both within and outside of the College for school-wide policy initiatives and strategic plans;
- maintain a professional standard of dress in accordance with the College's Staff Dress Guidelines;
- have good interpersonal and communication skills with students, parents, colleagues;

Specific responsibilities in relation to professional learning

- take responsibility for achieving challenging personal professional goals;
- develop and sustain a positive image and profile within the Loreto community;
- engage in reflective reviews with the Professional and Pastoral Care Advisor;
- take personal responsibility to strive for excellence through the use of reflective practices;

Remuneration

- Resident Assistants will be rostered 20 hours per week (either overnight, duty hours or a combination of both) in lieu of full board and lodging.
- Any rostered hours above this will be paid at Assistant rates according to the Award.

April 2011
Applications

Applications for the position of Boarding Resident Assistant should be addressed to:

Mrs Rosalie Gleeson  
Principal  
Loreto College  
316 Portrush Road  
MARRYATVILLE SA 5068

The position commences 16 May 2011 and concludes on 6 December 2011.

The successful applicant will be required to undergo a police check and undertake training in Mandatory Notification requirements.

Included with your application

Please provide 3 copies of the following documents:

- Your Curriculum Vitae outlining any previous work experience.
- The names, addresses and full contact details of three referees who may be approached.
- All applicants will be required to complete an Applicant Declaration Form for School Employees which is available on our website. This Form must be submitted with your application.

Closing Date

Applications close at 4.00 pm on Friday, 29 April 2011