

# Boarding Assistant

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LORETO  
COLLEGE

[www.loreto.sa.edu.au](http://www.loreto.sa.edu.au)

<b>Role</b>	<b>Boarding Assistant</b>
<b>Employment Status</b>	Permanent part-time 7.5 hours per week for 34 weeks per year - Saturdays - 7.00 am – 3.00 pm
<b>Commencement Date:</b>	18 May 2024
<b>Classification</b>	Education Support Officer Board Grade 2 Year 1
<b>Responsible to</b>	Director of Boarding

## About Loreto

The Mission Statement for Loreto Schools of Australia states:

*A vigorous belief in the capacity and responsibility of women to contribute significantly to society and to the church underlies the emphasis in our tradition on the education of girls.*

*It builds on Mary Ward's conviction that 'women in time to come will do much' and is inspired by her independence of spirit, her strength of mind, her tenacity and her courage in breaking new ground. Yet, for all her passion to redress an imbalance, her fundamental belief was that men and women alike found their deepest truth and ultimate value in God. There is still an urgent need today to recreate the vision of what it is to be fully human, for men as well as women. It is therefore our task to educate beyond the stereotypes. It is our hope that those involved in our schools will act freely, courageously and in a spirit of collaboration to affirm the dignity of each individual and to further the cause of human rights.*

*This is our vision: that 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.*

All Loreto schools in Australia share the same set of values: freedom, justice, sincerity, verity and felicity. These values are at the heart of our educational philosophy and shape our identity as a school.



## Position Overview

The Boarding Assistant will show initiative in supporting the positive atmosphere of the Boarding House and the behaviour management of all boarders. The capacity to build relationships based on mutual respect is a necessary characteristic for this position.

The safety and welfare of all the girls in the Boarding House are the prime responsibility of the Boarding Assistant. She will carry out duties as directed by the Director of Boarding and Senior Staff.

Key Accountabilities	Responsibilities and Expectations
Wellbeing of Boarders	<ul style="list-style-type: none"> <li>• encouraging positive attitudes and strong morale among the girls in the Boarding House;</li> <li>• on beginning duty reading most recent entries in the End of Duty Report;</li> <li>• liaising with the Boarding Supervisor or the Director of Boarding re persistent behaviour problems with the girls;</li> <li>• being alert to issues that may affect the safety of boarders, staff, visitors to the Boarding House and report any adverse issues to the Director of Boarding;</li> <li>• reporting any maintenance issues to Boarding Supervisor;</li> <li>• reporting all activities, incidents and information during a shift in a Communications Book located in the Duty Office;</li> <li>• while on duty being accountable for the whereabouts of all boarding students;</li> <li>• while on duty attending to tasks as described on the written schedule for the shift, or as directed by the Boarding Supervisor or Director of Boarding;</li> <li>• assisting Boarding Supervisors with sick/injured girls outside normal school hours;</li> <li>• ensuring the Boarding House is kept tidy at all times to maintain a high level of cleanliness;</li> <li>• driving the College vehicle to take girls on excursions, outings and appointments;</li> <li>• providing escort for girls needing to use school facilities out of school hours;</li> <li>• maintaining professionalism especially with regards to confidentiality and privacy;</li> <li>• working cooperatively with colleagues, sharing responsibilities and housekeeping tasks;</li> <li>• establishing and maintaining professional working relationships with colleagues that are positive, respectful, fair and supportive;</li> </ul>



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	<ul style="list-style-type: none"> <li>• engaging in reflective reviews with your Line Manager;</li> <li>• any other duty as directed by the Director of Boarding or the Principal;</li> </ul>
<p><b>Mission and Ethos</b></p>	<ul style="list-style-type: none"> <li>• knowing, accepting, embodying, and developing the Loreto mission and values;</li> <li>• having a commitment to, and a clear understanding of, the ethos of a Catholic School and the Loreto charism of Mary Ward;</li> <li>• fully supporting the Catholic ethos by taking part in staff and student prayer, retreats, social justice activities and voluntary service;</li> <li>• role modelling Christian values in all dealings with students, staff and parents;</li> <li>• maintaining confidentiality at all times and demonstrating high professional standards within the College and community;</li> <li>• providing consistent public support both within and outside the College for school-wide policy initiatives and strategic plans;</li> <li>• supporting and upholding the College's policies and procedures and the Child Safety Code of Conduct;</li> <li>• undertaking tasks including creating, collecting, maintaining, using, disclosing, duplicating and disposing of information including managing and using communication devices (email, internet, telephone, network) in accordance with the College's policies, including Privacy Policy and Responsible Use of Technology Policy;</li> </ul>



## Person Specification – Essential Criteria

### Knowledge and Skills Required

- A clear and compassionate understanding of adolescent girls is essential
- Demonstrated ability to provide active supervision of students
- A clear understanding of the importance and significance of the legal requirements of the supervision of students in terms of Duty of Care requirements
- Demonstrated experience in working collaboratively with team members
- A desire to encourage and work in a positive manner with boarding students

### Personal Qualities

- Demonstrated understanding of students from a diverse range of cultures and backgrounds
- A mature and sensible attitude
- Excellent communication skills, both written and verbal, that can be used effectively with staff, students and parents
- Demonstrated ability to deal with sensitive information in a professional and confidential manner
- Exceptional organisational and time management skills

### Essential Qualifications

- Formal qualifications equivalent to Certificate IV in Community Services (Student Residential Care) or be recognized as having equivalent competency would be considered an advantage
- ABSA Certificate in Duty of Care or willingness to obtain Certificate
- Current Senior First Aid Certificate
- Current Working with Children clearance or DCSI clearance letter
- Responding to Abuse and Neglect Training Certificate
- Current Drivers License



## Work Health and Safety

### Teachers (including PORs), Non-teaching positions – WORKERS

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- take reasonable care for yourself and others in the workplace
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able, with any reasonable instruction given by the employer to allow the person to comply with the WHS Act
- cooperate with any reasonable policy or procedure of the employer relating to health or safety at the workplace that has been notified to workers
- do not bypass or misuse systems or equipment provided for any purpose
- report unsafe conditions or acts which come to your attention and address where possible. Notify your supervisor/manager of actual or potential WHS risks in your work area
- notify your supervisor/manager of incidents, injury and pain or discomfort following a work related injury/activity as soon as possible, preferably in the shift it occurs, but no later than 24 hours.

All workers are authorised to:

- stop any activity where there is imminent risk of harm to self or others and to the environment
- instruct others to stop a task considered to present a risk to health, safety and the environment
- raise and/or discuss health, safety, environment and quality matters with supervisors/managers or safety representatives where relevant
- notify a direct report and follow up on any health safety, environment and quality matters outside of one's ability or capacity to control
- escalate health, safety, environment and quality matters to an appropriate level

### Accountability

Catholic Church Endowment Society Inc (CCES) utilises a number of accountability processes to assess performance relating to the implementation of management system responsibilities. These processes apply to all personnel and are performance based.

The key process may include:

- supervisory arrangements (in accordance with organisational and site management structures)
- system review and verification activities; and
- performance appraisals

Reference: *Catholic Safety, Health Welfare South Australian, (12) v1*



## Applications

Applications for the position of Boarding Senior Supervisor should be addressed to:

Ms Kylie McCullah  
PRINCIPAL  
Loreto College  
316 Portrush Road  
MARRYATVILLE SA 5068

## Terms and Conditions

- All applicants will be required to attain and maintain police clearance to work in Catholic Education SA, approved Responding to Abuse and Neglect training and First Aid Training. Please attach any relevant certificates to your application.

## Included with your application

Please provide a copy of the following documents:

- Address each of the Selection Criteria outlined in the position description.
- Your Curriculum Vitae
- 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 9.00 am on Monday, 20 May 2024**



# Boarding Senior Supervisor



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COLLEGE

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<b>Role</b>	<b>Boarding Senior Supervisor</b>
<b>Employment Status</b>	Permanent part-time
<b>Commencement Date</b>	18 May 2023
<b>Terms</b>	5 hours per week 36 weeks per year Sundays - 11.00 am – 4.00 pm
<b>Classification</b>	Education Support Officer Boarding House Stream Grade 3 Year 1
<b>Responsible to</b>	Director of Boarding

## About Loreto

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*It builds on Mary Ward's conviction that 'women in time to come will do much' and is inspired by her independence of spirit, her strength of mind, her tenacity and her courage in breaking new ground. Yet, for all her passion to redress an imbalance, her fundamental belief was that men and women alike found their deepest truth and ultimate value in God. There is still an urgent need today to recreate the vision of what it is to be fully human, for men as well as women. It is therefore our task to educate beyond the stereotypes. It is our hope that those involved in our schools will act freely, courageously and in a spirit of collaboration to affirm the dignity of each individual and to further the cause of human rights.*

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## Position Overview

The Boarding Senior Supervisor has responsibility for assuming a leadership role and supporting a collaborative approach to the care of all girls in the Boarding House. The prime responsibility of the Boarding Senior Supervisor is the safety and general well-being of the girls in the Boarding House. The Boarding Senior Supervisor will have particular responsibility for the students in either Years 7-10, Year 11 or Year 12 and will maintain effective communication with the students' parents in the particular area of responsibility.

The duties of the Boarding Senior Supervisor will be directed by the Director of Boarding, mindful of the Loreto College goals.

Key Accountabilities	Responsibilities and Expectations
<p><b>Working Effectively</b></p>	<ul style="list-style-type: none"> <li>• ensuring that appropriate supervision of boarding students is provided at all times;</li> <li>• working closely with the Director of Boarding to maintain an atmosphere of care, security and good order in which boarders experience a sense of welcome, belonging, value and respect for the individuality;</li> <li>• monitoring the general health and wellbeing of the boarders at all times;</li> <li>• ensuring the consistent implementation of effective procedures to oversee health and hygiene issues;</li> <li>• ensuring all boarders are accounted for at regulated periods throughout the shift;</li> <li>• supervising and assisting students with study and homework;</li> <li>• participating in student activities and outings, as required;</li> <li>• attending and supervising breakfast, lunch and dinner in the dining room;</li> <li>• organising the day to day routines in the boarding house, in particular the rosters and duties of the girls in your area;</li> <li>• ensuring that boarders keep their personal bedrooms and community spaces clean and tidy and respect the privacy and belongings of other boarders;</li> <li>• encouraging positive morale within the boarding house;</li> <li>• instilling a high standard of politeness and develop an understanding and awareness of appropriate life skills;</li> <li>• attending to discipline issues as they arise;</li> <li>• notifying the Director of Boarding of any sensitive matters via email;</li> <li>• assisting girls and liaising with parents regarding leave;</li> </ul>



	<ul style="list-style-type: none"> <li>• ensuring the Boarding House is kept tidy;</li> <li>• reporting any WHS issues immediately to the appropriate person and the Director of Boarding;</li> <li>• reporting any maintenance issues to Property Services Supervisor and forwarding copy to boarding staff;</li> <li>• being aware of and able to activate all security systems;</li> <li>• being accountable for all keys assigned to the Senior Boarding Supervisor;</li> <li>• in the absence of the Director of Boarding, reporting matters of discipline and wellbeing to the Assistant Principal: Wellbeing and Engagement;</li> <li>• advising the Director of Boarding of any serious breaches of boarding house guidelines;</li> <li>• being proactive in initiating leisure activities;</li> <li>• communicating effectively with parents to assist them in supporting their daughter's development and wellbeing;</li> <li>• maintaining effective relationship and communication with Senior Boarding Supervisors, Boarding Assistants, Resident Assistants and teaching staff;</li> <li>• reporting all relevant issues promptly to the Director of Boarding;</li> <li>• contributing to the publication of the Boarder Newsletter;</li> <li>• engaging in professional development opportunities or associations in relevant areas which are external to the College;</li> <li>• engaging in reflective reviews with the Director of Boarding;</li> </ul>
<p><b>Mission and Ethos</b></p>	<ul style="list-style-type: none"> <li>• knowing, accepting, embodying, and developing the Loreto mission and values;</li> <li>• having a commitment to, and a clear understanding of, the ethos of a Catholic School and the Loreto charism of Mary Ward;</li> <li>• fully supporting the Catholic ethos by taking part in staff and student prayer, retreats, social justice activities and voluntary service;</li> <li>• role modelling Christian values in all dealings with students, staff and parents;</li> <li>• maintaining confidentiality at all times and demonstrating high professional standards within the College and community;</li> </ul>



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## Person Specification – Essential Criteria

### Knowledge and Skills Required

- A clear and compassionate understanding of adolescent girls is essential
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- Ability to work independently, be self-motivated and proactive and also be an active and supportive contributor in a team environment
- Ability to prioritise tasks, use knowledge and initiative to problem solve promptly
- Ability to practice effective decision-making, especially under sensitive and sometimes stressful situations
- Proficient IT skills and able to use IT systems effectively

### Personal Qualities

- Flexibility to work a variety of shifts and hours, with sleepover shifts a requirement of the position
- Demonstrated understanding of students from a diverse range of cultures and backgrounds
- A mature and sensible attitude
- Excellent interpersonal skills, including an open, positive and friendly disposition
- Excellent communication skills, both written and verbal, that can be used effectively with staff, students and parents
- Demonstrated ability to deal with sensitive information in a professional and confidential manner
- Exceptional organisational and time management skills

### Essential Qualifications

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Reference: Catholic Safety, Health Welfare South Australian, (12) v1



## Annual Review

An Annual Review is undertaken with your line manager to provide feedback and discussion for professional growth.

### APPROVAL

Job Description Approved

.....  
Print Name

.....  
Signature Principal or Delegate

.....  
Date

.....  
Print Name

.....  
Signature Staff Member

.....  
Date

March 2023



## Applications

Applications for the position of Boarding Senior Supervisor should be addressed to:

Dr Nicole Archard  
PRINCIPAL  
Loreto College  
316 Portrush Road  
MARRYATVILLE SA 5068

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## Closing Date





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Ms Kylie McCullah  
PRINCIPAL  
Loreto College  
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