



Position Description

Position	Boarding House Assistant
Reports to	Head of Boarding
Classification	Boarding House Staff - Level 1 Independent Schools ACT (Support and Operation Staff) Multi-Enterprise Agreement 2017
Last updated	January 2021

The Role

The role of a Boarding House Assistant is varied and includes:

- Leading and supervising students in the school's Boarding House environment
- Supervising and attending activities and outings, providing pastoral care and guidance
- Assisting with the organisation and operation of the school's Boarding House

Duty is generally scheduled during student term time and is primarily scheduled in the evenings and on weekends. This role, on occasion, be required to undertake sleepover duties.

Duties

It is the nature of the work at Canberra Girls Grammar School that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically covered in the position description.

- undertake rostered duties, including weekends and occasional overnight duties
- manage and supervise the behaviour of boarders
- assist in transportation of boarders around Canberra as required
- assist with administrative duties in the Boarding House office
- supervise evening study periods encouraging quiet, appropriate behaviour and providing assistance where needed
- assist with evening routine including bed time and lights out
- Have pastoral care responsibility for a specific group which involves fortnightly meetings and outings once a term
- assist the boarders to settle into Boarding House life, giving support to boarders who are homesick or experiencing difficulties with peer relationships, new routines or academic work
- assist boarders with daily living requirements and foster independence
- as a mentor, model the values of the school and Boarding House and demonstrate effective leadership qualities
- as required, undertake sleepover duties for overnight rostered shifts

Other duties:

- attend special activities within the Boarding House as required
- attend staff meetings
- ensure accurate and relevant records regarding students are maintained

- ensure Boarding House systems and processes are followed
- provide basic medical treatment and first aid when required
- assist with boarder pre arrival and departure routines
- undertake training as required
- any other duties as may be required by the Principal

Essential Skills/Experience

- Demonstrated willingness to support adolescent girls with their social, emotional and academic development
- A team player with strong organisation skills who can also work independently
- A confident decision maker who is calm under pressure
- Personable and dynamic with effective written and verbal communication
- Ability to relate well to young women, staff and parents
- Current First Aid certificate and Youth Mental Health First Aid or a willingness to obtain
- Working with Vulnerable People card and Police check
- Full driver licence

Highly Desirable Skills/Experience

- Previous experience in a boarding or educational setting is desirable
- Experience as a tutor or providing academic support