



## Position Description

Position	Boarding House Assistant (Residential)
Reports to	Head of Boarding
Classification	Boarding House Employee 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.

### 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 evenings
- 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

### 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