# LAUNCESTON CHURCH GRAMMAR SCHOOL

## Position Description

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Boarding House Assistants</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT</td>
<td>Boarding</td>
</tr>
<tr>
<td>LOCATION</td>
<td>Senior Campus</td>
</tr>
<tr>
<td>POSITION REPORTS TO</td>
<td>Heads of Boarding / Senior Boarding House Assistants</td>
</tr>
<tr>
<td>EMPLOYMENT STATUS</td>
<td>Part-time</td>
</tr>
<tr>
<td>AWARD</td>
<td>Educational Services (Schools) General Staff Award 2010</td>
</tr>
<tr>
<td>CLASSIFICATION</td>
<td>Boarding Supervision Services Grade 1</td>
</tr>
<tr>
<td>WORKPLACE HEALTH AND SAFETY ROLE</td>
<td>Worker</td>
</tr>
<tr>
<td>DATE</td>
<td>28 January 2016</td>
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</tbody>
</table>

## POSITION SUMMARY

### PURPOSE
This position performs rostered supervisory duties to oversee the health, safety, behaviour and general well-being of the School’s boarders. This is a live-in position at the School’s Boarding House located at the Mowbray Campus.

### COMPETENCY
An employee at this level will learn and gain competency in the basic skills required by the employer.

### JUDGEMENT, INDEPENDENCE & PROBLEM SOLVING
The employee follows standard procedures in a predefined order. The employee resolves problems where alternatives for the employee are limited and the required action is clear or can be readily referred to a more senior employee.

### LEVEL OF SUPERVISION
Close supervision, or in the case of more experienced employees working alone, routine supervision.

## ABOUT LAUNCESTON CHURCH GRAMMAR SCHOOL
Launceston Church Grammar School is an Independent School affiliated with the Anglican Church. Founded in 1846, the School enrolls students from Early Learning to Grade 12. The School’s vision comprises three focus areas:

**Global Leader in Education** – The School’s founders aimed to prepare and encourage young people to think constructively and purposefully about the world and the part they play in making it a better place. We aim to continue this vision through providing an education that is globally contemporary, evidence based, responsive, relevant and therefore sought after in Tasmania and beyond.
An Anglican School – We have had a close and enduring relationship with the Anglican Church in Tasmania since our beginning in 1846. That relationship helps define our core values, is an integral part of the school and will continue into the future.

Acting today with tomorrow in mind – The decisions we take today must sustain our school, environmentally, financially, socially, physically and spiritually. We must act with the whole community in mind.

ABOUT BOARDING
The Boarders come from a number of different backgrounds and regions. The Boarding House is the largest in Tasmania. Approximately two thirds of the Boarders are resident in Tasmania. In recent years Boarders have come from most regions of Tasmania, as well as the Bass Strait islands. There are Boarders from interstate. The School’s overseas Boarders come from both expatriate Australian families, as well as from Southern and East Asia.

An important aspect of this position is the ability to contribute to the pastoral care and personal development of each Boarder. The Boarding House Assistants play a significant role in the daily lives of the Boarders. This is played out in many different ways, not least of which is the one of being a role model for the Boarders.

There are generally four tutors attached to each of the Girls and Boys Boarding Houses. Assistants have the responsibility to care for the safety and general well-being of all students in the House while they are on duty.

Assistants need to recognise that they have a duty of care to students both when they are on duty in the House and when mixing with students in social settings. The Boarding House Assistant is part of the adult presence the House and plays a key role in the setting of appropriate behaviour standards. Assistants therefore have both a formal and informal role.

SELECTION CRITERIA

<table>
<thead>
<tr>
<th>Essential Requirements</th>
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<tbody>
<tr>
<td><strong>Qualifications</strong></td>
</tr>
<tr>
<td>• HLTAID004 Apply First Aid in an Education and Care Setting</td>
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<tr>
<td><strong>Skills</strong></td>
</tr>
<tr>
<td>• Good interpersonal skills with adults, young adults and children.</td>
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</tbody>
</table>
### Personal Attributes

- A willingness to take an active interest in the lives of and to engage empathetically with young people living away from home
- Reliable, punctual, friendly, energetic, thoughtful and approachable
- A good role model in terms of language, dress, hygiene and integrity
- A willingness to be flexible and work as a team member

### Desirable Requirements

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>A current (open) driver’s license</th>
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<tbody>
<tr>
<td>Knowledge</td>
<td>Knowledge of the operations of boarding facilities</td>
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<tr>
<td>Experience</td>
<td>Experience in dealing with children and / or young adults, which may or may not include residential experience</td>
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<tr>
<td>Personal Attributes</td>
<td>A willingness to be involved in the co-curricular activities of the School</td>
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### KEY TASKS AND DUTIES

| Roster                                    | One full days’ duty (7.15am – 7.15am), not including the hours from 8.45am to 3.30pm per term week
|                                          | Supervision duties one weekend in four, on average
|                                          | One evening prep supervision, per term fortnight
|                                          | Cover periods of illness or emergency as required, which may not be rostered hours.
| Student Assistance                        | Assist Boarders in their daily routines including waking them each morning, assisting in their organisation in readiness for school and settling them at night
|                                          | Supervising at meal times and overseeing general tidiness of rooms
|                                          | Available to assist students from time to time and as required.
| Workplace Health and Safety               | First aid duties as required
|                                          | Assist with Emergency Evacuation as required
| Co-curricular Activity Involvement        | Some participation in co-curricular activities as agreed. For example sports coaching or academic coaching. This will be by negotiation taking into consideration the Assistant’s own program and abilities.
| Required Attendance                       | Attendance at Boarding House meetings and liaising with Head of Boarding on issues as they arise.
|                                          | Attendance at House meetings and formal events.
|                                          | Required to be on-site overnight on allocated duty days and duty weekends.
|                                          | Attendance at Chapel services when on duty.
Other

- Other tasks as directed by and in negotiation with the Head of Boarding may be required.

Teams

Board House Assistants are a member of the following team, where attendance at meetings is required:

<table>
<thead>
<tr>
<th>Team Name</th>
<th>Frequency of Meeting</th>
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</thead>
<tbody>
<tr>
<td>Boarding House Team</td>
<td>Weekly</td>
</tr>
</tbody>
</table>

CONDITIONS OF EMPLOYMENT

Employment Legislation

Specific conditions of employment are detailed in the National Employment Standards 2010, the Educational Services (Schools) General Staff Award 2010, the Launceston Church Grammar School (General Staff) Enterprise Agreement, school policies and procedures available via GrammarNet. The Award and Enterprise Agreement can be viewed by visiting www.fwa.gov.au.

Remuneration

Salary is based on Boarding Supervision Services Employee Grade. The current hourly rate for this grade is $23.076752.

- Wages are averaged over a period of 12 months.

Working with Children Check

All General Staff employees are required to register for the Working with Children Check (Tasmania). This check is issued by the Department of Justice; please refer to http://www.justice.tas.gov.au/working_with_children for further information.

Registration is valid for three years and the costs associated with the check are the responsibility of the employee. At the time of employment and every three years thereafter, employees must supply the Human Resources Department with a copy of their check or a copy of the Lodgement Reference Number (until the check arrives). Failure to obtain and / or maintain registration may result in termination of employment.

Hours & Days of Work

Boarding House Assistants are rostered as follows:

- One full days’ duty (7.15am – 7.15am), not including the hours from 8.45am to 3.30pm per term week
- Supervision duties one weekend in four, on average
- One evening prep supervision, per term fortnight

Residential Matters

Boarding House Assistants reside in the Boarding House:

- The cost of room rent, off duty meals and the cost associated with off duty use of utilities, is deducted from wages
- A $100 room bond applies
- During school holidays and on long weekends, assistants can access their rooms as needed and a kitchenette is provided for self-catering
**Passenger Vehicle License**

- A willingness to obtain a Passenger Vehicle License would be an advantage
- The School will meet all costs associated with this

**Workplace Health and Safety**

As an employee of Launceston Church Grammar School, while at work you must:

- Take reasonable care for your own health and safety; and
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of others; and
- Comply, so far as you are reasonably able to, with reasonable instruction provided by the School; and
- Co-operate with reasonable policy and procedure relating to health and safety at the workplace that has been notified to staff by the School.

Specific terms of reference can be found in Clause 28 the Work Health and Safety Act 2012 (Tasmania).

**POSITION RELATIONSHIPS**

<table>
<thead>
<tr>
<th>Supervisor</th>
<th>Heads of Boarding</th>
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<tbody>
<tr>
<td>Direct Reports</td>
<td>None</td>
</tr>
<tr>
<td>Department Colleagues</td>
<td>Boarding House Assistants, Kitchen Staff, Health Centre Staff, Residential Coordination Staff</td>
</tr>
<tr>
<td>Other Relationships</td>
<td>This position works closely with Teaching Staff, General Staff and Students</td>
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</tbody>
</table>

**BOARDING HOUSE ORGANISATION CHART**

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Headmaster

Heads of Boarding

Senior Boarding House Assistants

Boarding House Assistants
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