



Position Description

TITLE	Boarding House Tutor
EMPLOYMENT STATUS	Permanent, part time
DEPARTMENT	Boarding
ORDINARY HOURS OF WORK (ROSTER)	One full duty (3.15pm – 8:45am), per term week. Supervision duties, the equivalent of two full weekend per term.
ENTERPRISE AGREEMENT	Launceston Church Grammar School General Staff Enterprise Agreement 2023-2025
EA CLASSIFICATION	Boarding Supervision Services Employee Grade 1, pay point 2.1 Annual wages are averaged and paid fortnightly across the school calendar year. Averaging includes annual leave entitlements.
REPORTS TO	Head of Boarding
REPORTS	Nil
LOCATION	Senior Campus

About Boarding

The Boarders come from several different backgrounds and regions. 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. The School's overseas Boarders come from both expatriate Australian families, as well as from a range of international countries.

There are generally four Boarding House Assistants 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 in the House and plays a key role in the setting of appropriate behaviour standards. Boarding House Assistants therefore have both a formal and informal role.

Scope of position

This position performs rostered supervisory duties to oversee the health, safety, behaviour and general well-being of the School's boarders. This position assists in the smooth and effective running of the Boarding House, providing high quality pastoral care to students.

An important aspect of this position is the ability to contribute to the pastoral care and personal development of each Boarder. Boarding House Assistants play a significant role in the daily lives of the Boarders. This is played out in many ways, however, one of the most important is always being a role model for the Boarders.

Duties and Responsibilities

- Oversee the management of all aspects of hygiene on both an individual and a Boarding House basis.
- Supervise dinner for students in the Boarding House in consultation with Senior Boarding Staff on duty.
- Supervise students as required.
- Respond to pastoral care matters ensuring the safe wellbeing of the boarding students.
- As required, rostered hours during the term 1 and 3 school holidays to assist with supervision of international student boarders and holiday activities, as negotiated.
- Attend Boarding House Dinners, 4 per annum.
- Support the arrangement of all aspects of a student's visit to medical or related welfare specialists as required.
- Cover duty shifts where other staff are unable to work due to illness or emergency.



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- Provide minor first aid as required to students and keep appropriate records, including administration of medication and referring to School Nurse in Health Centre.
- Assist with Emergency Evacuation as required.

STUDENT ASSISTANCE

- Assist with daily routines, study, and weekend activities of the Boarding students.
- 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
- Provide homework assistance and academic tutoring support
- Assist Boarders to make the right decisions, morally, socially, and academically.
- Be available to assist students from time to time and 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 to discuss all aspects of life in the Boarding House, and liaising with Head of Boarding on issues as they arise.
- Attendance at House meetings, dorm outings, and formal events.
- Required to be on-site overnight on allocated duty days and duty weekends.
- Attendance at Chapel services when on duty.
- Any other duties as required by Manager.

WORKPLACE HEALTH AND SAFETY - WORKER

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

Key Selection Criteria

- **Working with Vulnerable People Registration** – Department of Consumer, Building and Occupational Services.
- **National Police History Record Check** – Tasmania Police
- **Driver's Licence** – A current (open) driver's licence is desirable.
- HLTAID004 – **Provide First Aid in an Education and Care Setting**.
- Previous experience working in a boarding house or educational environment is advantageous.
- **Desired Experience** – Experience in dealing with children and / or young adults, which may or may not include residential experience.
- **Desired Experience** – Knowledge of the operations of boarding facilities, would be an advantage but is not essential.

Safeguarding Children and Young People

Launceston Church Grammar School is an Australian Childhood Foundation Accredited School and we take the safeguarding of children and young people seriously.

- Ensure all Launceston Church Grammar School policy compliance is met;
- Ensure that your interactions with children and young people are positive and safe;
- Provide adequate care and supervision of children and young people in your charge;
- Act as a positive role model for children and young people;



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- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management,
- Maintain valid working with vulnerable people registration; and
- Report to management any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

Attitudes and personal qualities

- Supportive of the Anglican Ethos of Launceston Church Grammar School
- Honest, trustworthy and ethical
- Well-developed interpersonal and communication skills with the ability to connect with students, parents and colleagues.
- Respect for confidentiality
- Sense of humour
- Flexibility to adapt to changing schedules and student needs.
- Time management skills to balance multiple tasks, responsibilities and shifting priorities.

Equal Opportunity Tasmania Exemption

In accordance with section 27(1)(c) of the Anti-Discrimination Act 1998 Tasmania; a person may discriminate against another person on the ground of gender in employment if it is for the purpose of the residential care of persons under the age of 18 years.

Consequently, Launceston Church Grammar School may discriminate in the employment of male only applicants to work and reside in the Boys' Boarding House and female only applicants to work and reside in the Girls' Boarding House.

A copy of the Anti-Discrimination Act 1998 Tasmania can be found at http://www7.austlii.edu.au/cgi-bin/viewdb/au/legis/tas/consol_act/aa1998204/