



*Presbyterian Ladies' College*

MELBOURNE

## Position Description

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| <b>Position:</b>        | <b>Boarding House Assistant</b>  |
| <b>Position Status:</b> | Casual   |
| <b>Classification:</b>  | Level 2, in accordance with the Presbyterian Ladies' College General Staff Agreement 2019-2021 |
| <b>Reports to:</b>      | Head of Boarding. All positions in the College ultimately report to the Principal.             |

## Presbyterian Ladies' College

Presbyterian Ladies' College (PLC) Melbourne is a leading ELC-Year 12 Christian independent school for girls offering both the VCE and International Baccalaureate. PLC has an outstanding academic tradition, an international focus and strong pastoral and co-curricular programs focusing on encouraging leadership, service and life-long personal development and learning.

PLC seeks to appoint staff who are passionate about education, with the highest professional skills who will actively support the Christian teachings and ethos of the College, and possess a willingness to make a positive difference to the lives of PLC students. This will be visibly demonstrated through their behaviours, attitudes and role-modelling of the four PLC values: truth and excellence, character and integrity, service, care and respect. All staff must also commit to a culture that supports and embraces Child Safe Standards.

### Context of the Role

The Boarding House Assistant is part of a team of permanent and casual staff who assist with the functioning of the Boarding House. Members of staff in the College will also be aligned to the College's goals, as set out in the strategic plan.

### Position Overview

The purpose of the Boarding House Assistant is to assist in the smooth and effective running of the Boarding House as directed. They will ensure the welfare of the girls remains of paramount focus by supporting and upholding the aims and policies of the College. They will also lead by example and show a genuine interest in its activities and encourage others to take part in them.

## **Key Responsibilities:**

Examples of duties include but are not limited to:

### **Communication**

- build and sustain positive relationships with staff, parents, students and other members of the College community

### **Care**

- ensuring the girls are up and ready for school each morning
- engage with Boarding House student leaders to understand the needs of students
- actively engage in student activities in the Boarding House which build a sense of community
- monitor and nurture the girls' academic progress, and social emotional development
- provide opportunities for strengthening bonds between the students and staff
- communicate student progress to parents through a variety of means
- provide opportunities to share culture, language and traditions within the Boarding House
- develop programs which support the development of the Graduate Outcomes

### **Organisation**

- comply with all relevant legislation, and policies and procedures which may be amended from time to time
- actively contribute to a broad range of school activities and have flexibility to attend after-hours commitments when required
- attend staff meetings and staff professional development days as directed
- ensure the confidentiality and privacy of members of the College community is respected
- undertake all rostered duties

### **Administration and Operations**

- monitor girls during meal times, noting in particular absences and keeping meals for those requiring it
- assist in maintaining cleanliness of dining room
- support girls at homework time
- ensure all entry/exit points to Boarding House are suitably locked and security is kept as utmost importance
- ensure all visitors to Boarding House report to staff and inform you of their purpose in Boarding House
- ensure security of staff office is maintained
- receive and direct incoming calls
- communicate with Head of Boarding/Nurse regarding a girl's illness, either current or potential
- communicate any concerns (emotional or behavioural) regarding an individual girl to Head of Boarding
- ensure open communication between School and Boarding House is maintained regarding daily requirements (uniform; absenteeism, excursions, exams, etc)
- keep record of girls' activities and outings, ensuring always to have a contact number
- escort girls to medical appointments as required

### **Other Duties**

- as directed by the Head of Boarding and the Boarding House Supervisors

### **Knowledge, Skills and Experience:**

- interested and involved in student learning
- ability to demonstrate an understanding of the needs of teenage girls
- a keen interest in being involved in the development of young women
- a confident and engaging communicator
- strong interpersonal skills
- actively support the College's mission, values and goals in all dealings with members of the school family and wider community

### **Key Attributes:**

- ability to work independently and collaboratively as required
- calm under pressure
- a commitment to ongoing professional learning and growth in skills
- a warm, positive and considerate manner
- commitment to the continual upgrade of personal skills and qualifications

### **Qualifications / Registrations / Certifications:**

- Current Working with Children Check (Employee), essential
- First Aid Certificate
- Anaphylaxis Certificate
- Asthma Certificate

### **Key Relationships:**

- Head of Boarding and other boarding staff
- Parents, students and families

### **Additional Information Relating to the Position**

We provide a challenging, stimulating and nurturing Christian environment that is dedicated to the learning and development of the whole person – academic, emotional, social, creative, physical and spiritual.

### **We value:**

- learning that is inspired by faith
- endeavour that enables the achievement of excellence
- service that defines leadership

### **We seek to promote the development of staff and students who exhibit the following attributes:**

- *Scholar*: a confident and engaged person with an inquiring mind who takes responsibility for their learning
- *Thinker*: a creative, reflective and adaptive person who uses their intelligence to serve for greater good
- *Citizen*: a thoughtful, kind, and open-minded person with an informed world view, a well-developed social conscience and a sense of justice that is grounded in the values of Christian faith
- *Advocate*: a passionate person with a strong sense of agency who affects society and those around them in positive ways

- *Leader*: an articulate, capable and responsible person of integrity who works collaboratively, has a heart for service and uses their education to make the world a better place

#### **All staff commit to:**

- the Christian Ethos of the College
- Child Safety
- the Values and Behaviours of the College
- College policies, Staff Code of Conduct and legislative requirements
- Health, Safety and Wellbeing

### **Child Safety Commitment**

All students who attend Presbyterian Ladies' College Melbourne (PLC) have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by, PLC in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and / or linguistically diverse backgrounds, and those with a disability.

#### **Staff Obligation to Child Safety**

All staff at Presbyterian Ladies' College Melbourne (PLC) take an active role, and are well informed of their obligations in relation to Child Safety under Ministerial Order No. 870 *Child Safe Standards*. The PLC Child Safety Commitment is incorporated into the School's employment cycle from recruitment and reference checking, to induction and a commitment to regular Professional Learning. All staff at PLC are required to sign a statement that they have read, understood and agree to abide by the PLC Child Safety Policy and the PLC Child Safety Staff Code of Conduct.

#### **In attending to Child Safety all staff must:**

- provide a safe and welcoming environment for all PLC students and any young people who visit PLC to engage in PLC approved activities
- promote the safety and wellbeing of children and young people to whom PLC provides services
- ensure that all interactions with students are positive and safe
- provide adequate care and supervision of all students, not only on the campus but whenever students are involved in PLC approved activities
- act as a positive role model at all times for students
- report any suspicions, concerns, allegations or disclosures of alleged abuse to a Child Safety Officer
- maintain valid VIT or WWCC (Employee) documentation
- report to the Principal any criminal charges or convictions received during the course of employment or volunteering that may indicate a possible risk to children and young people, including any such charges or convictions prior to employment

### **Health, Safety and Wellbeing Commitment**

Presbyterian Ladies' College (PLC) is committed to providing a safe workplace and learning environment that supports and enhances the health and wellbeing for students, staff, contractors, visitors and volunteers.

PLC will provide and maintain a working environment that is safe and free of risks to health so far as is reasonably practicable, comply with OHS Legislation as a minimum standard, strive to fully integrate health and safety in to all aspects of College activities, establish a leader-led positive safety culture, and continuously promote and improve its health and safety practices.

**In attending to Health, Safety and Wellbeing all staff must:**

- participate in OHS related induction and training
- adhere to Presbyterian Ladies' College's OHS policies and procedures
- comply with instructions given for the health and safety of themselves and of others, and adhere to safe work procedures
- actively participate in the development of risk assessment and / or job safety analysis, identifying, assessing and controlling hazards
- report all hazards, injuries, incidents and near misses via Wyse
- assist with workplace inspections
- cooperate with management in its fulfilment of its OHS legislative objectives
- take reasonable care to ensure their own health and safety and that of others, and to abide by their duty of care provided for in the legislation

**Policy and Compliance Commitment**

**Staff Obligation to Privacy**

All PLC staff gain access to private and confidential information in the course of their duties. PLC Staff are expected to share this information in a professional context within the PLC community. Any confidential information may not be shared with any person beyond those expectations.

**In attending to policy and compliance all staff must:**

- perform their duties in an ethical, lawful and safe manner, and adhere to the compliance obligations relevant to their position
- maintain current registrations and certifications, including compliance with standards and codes of conduct required by professional bodies
- participate in mandatory compliance training
- maintain a current knowledge of, and compliance with the College's policies
- report and escalate compliance concerns, issues and failures

**All appointments of general staff are subject to a satisfactory National Police Check, at the expense of the employer.**

**Mrs Cheryl Penberthy**

Principal

May 2022

*The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive.*