



SCOTCH OAKBURN COLLEGE
CREATING THE FUTURE

POSITION DESCRIPTION

Duty Staff - Boarding House

Non-Residential 2021

Environment

Scotch Oakburn College is an independent, open entry day and boarding school of approximately 1,170 students from Early Learning through to Year 12, in association with the Uniting Church in Australia. The College employs a team of 250 dedicated professional staff.

Our College has three campuses:

- **Elphin Campus**, located in the inner eastern suburbs of Launceston and home to our Junior School (Early Learning (3yrs) to Year 5) as well as our Boarding House of approximately 70 students who come to us from intrastate, interstate and international locations.
- **Penquite Campus**, located 2.5km from our Elphin Campus and home to our Middle School students (Years 6-8) and Senior School students (Years 9-12).
- **Valley Campus**, located in the Fingal Valley just over an hour's drive from Launceston and the hub of our Education Outdoors and Environment Centre.

The Boarding House:

The Scotch Oakburn College Boarding House is set on picturesque grounds, surrounded by beautiful gardens and century old oak trees on the Elphin Road campus of the College.

Up to 70 students will be accommodated in the Boarding House in 2021, with girls and boys coming from Tasmania's country regions and from overseas. It is essential that a warm, friendly and caring atmosphere be fostered in the Boarding House and all staff should have a genuine interest and understanding in the care of adolescents.

In all, there are currently around 20 members of staff providing care and encouragement for boarders. Additional contract workers are used for special purposes such as cleaning.

The Boarding House is staffed 24 hours a day 7 days a week unless it is closed for long weekends and holidays.

The Boarding House is far more than a place of residence; it is a vibrant, close-knit community, where staff and students should develop a close working relationship; one of goodwill, trust and affection, and where the opportunities for pastoral care, individual attention and supervised study are greatly enhanced. This extends across all staff, tutors, supervisors, administration and kitchen. It is important that all staff work in a manner conducive to this desired atmosphere.

Staff must have a genuine interest in and understanding of adolescents and this must be reflected in their interaction with them.

Scope of the Position

To oversee the health, safety, behaviour and general well-being of the Boarders. This is a live out position in the College's Boarding House, located on the Elphin Campus.

Weekday Shifts: One day per week (negotiated)

Duty Staff are allocated one day per academic week in which they will be required to work from 7:00am – 8.30am and then from 4:00pm – 11:00pm. This day will be allocated in negotiation with the Head of Boarding.

The roster operates for each of the academic weeks of the year that the Boarding House is operational, as set out in the College Calendar.

Weekend Shifts: Saturday to Sunday (2 Duty Staff per shift)

On a rotational basis, Duty Staff will also be required to complete two shifts one weekend, and one shift the following weekend. Shifts are in 5.5 hours blocks and are on the following times:

Saturday morning shift	7:00am – 12.30pm
Saturday afternoon shift	12.15pm – 5.45 pm
Saturday evening shift	5:30 pm – 11:00 pm
Sunday morning shift	7:00am – 12.30pm
Sunday afternoon shift	12.15pm – 5.45 pm
Sunday evening shift	5:30 pm – 11:00 pm

Reports to

The Senior Manager is the Head of Boarding.

Level of Responsibility

Duty Staff (Boarding House) are responsible and accountable for their own work, which is performed within established guidelines, using some discretion and is subject to only general supervision. Duty Staff (Boarding House) are involved in the supervision, support and assistance of students.

Position Relationships

Duty Staff (Boarding House) must be able to relate effectively and develop a cohesive working environment with the following stakeholders:

- Head of Boarding,
- Deputy Head of Boarding,
- Senior Tutors,
- Duty Staff,
- Boarding House Student Support Officer,
- Other College staff.

Attitudes and Personal Qualities:

Duty Staff (Boarding House) must be able to demonstrate the capacity and willingness to embrace the attitudes and personal qualities that underpin the working culture of the Scotch Oakburn College staff team:

Attitudes

- Supportive of the ethos of the College in particular the Boarding House
- Understanding and supportive of all College staff
- Show a maturity and capacity to relate to children across a range of ages
- Adherent to all legal and professional obligations including occupational health and safety guidelines and duty of care
- Adherent to all College policies and practices including those specific to the Boarding House
- Preparedness to be actively involved in the community life of the College's Boarding House
- Supportive of the College's appraisal process and a demonstrated commitment to professional development
- An effective and positively contributing team member

Personal Qualities

- Honest, trustworthy and ethical
- Friendly and approachable
- Mature, thoughtful and careful
- Reliable and punctual
- Flexible
- Energetic, proactive and demonstrated initiative
- High-level interpersonal and communication skills
- A good role model (language, dress, grooming, hygiene, integrity)

Professional and Ethical Behaviour:

All members of staff are expected to observe all College policies and procedures in particular, the Scotch Oakburn Code of Professional Conduct as set out in the Staff Manual.

Key Duties and Responsibilities:

1. Be responsible for the oversight of the health, safety, behaviour and general well-being of the boarders.
2. Assist boarders in their daily weekend routines, supervise movements and maintain relevant records.
3. Settle students each evening.
4. Administer medication, first aid and support as required when boarders are unwell.
5. Supervise and assist at meal times, assisting with the organisation of late/early meals.

6. Oversee general tidiness of rooms.
7. Liaise with the Head of Boarding.
8. To the best of the employee's experience and knowledge, provide risk management information, as requested by their supervisor.
9. Make risk prevention a priority whilst undertaking the overnight tasks in the College's operations.
10. Perform duties in a manner which is without an unacceptable level of risk to their own health and safety, other employees, students or the College community in general.
11. Report any illness, injury, hazard, near miss or incidents and losses as soon as they are detected to your manager or via the College's Accident and Incident reporting mechanisms.

Selection Criteria:

- Demonstrated high-level interpersonal and communication skills with a range of stakeholders.
- Demonstrated maturity and capacity to relate to, and take an active interest in, the lives of children across a range of ages who are away from home, and to contribute positively to the Boarding House's program and community.
- Ability to provide dynamic and pro-active leadership in a boarding house environment.
- Ability to encourage teamwork and be part of a committed team.
- Demonstrated commitment to youth welfare.
- A strong understanding of learning technologies and their application to enhance learning.
- Hold a current motor vehicle licence.
- A Bronze Medallion/Swim Rescue Award in Royal Surf Life Saving or the ability to obtain.
- A capacity and willingness to embrace the College's *"Vision for Learning"*.
- Demonstrated commitment to lifelong learning.
- Demonstrated a higher level of educational tutoring by their ability to give individual attention or work in small groups of boarders in the completion of their homework and assignments.

Desirable Qualities:

- A willingness to be involved in the co-curricular activities of the school.
- A willingness to complete "Duty of Care" A Certificate Course in Residential Care by Dr Tim Hawkes.

Mandatory Clearances (must be supplied prior to commencement)

Working with Children Registration and National Police Certificate (Schedule 1 Record)

Irrespective of any legislated exemptions available under the relevant Act(s), employment at Scotch Oakburn College (in all positions both teaching and non-teaching), is subject to the requirement to at all times hold:

1. a current Working with Children Registration issued by the Department of Justice, Tasmania;
and

2. an appropriately clear National Criminal History Certificate (Schedule 1 Record) as evidenced by the provision of a renewed police certificate every three (3) years.

It is also a requirement of your employment that you immediately advise the Principal or Human Resources Manager should your criminal history status change during your period of employment. This includes notifying the College of any pending criminal investigations and/or allegations as well as any convictions.

In accepting this offer of employment, you are accepting that in the event that you are unable to provide the necessary documentation supporting the currency of your clearances, the College may withdraw the offer of employment; and where your clearance(s) lapse; or for any reason you are no longer in possession of or no longer eligible to possess, the necessary clearances, the College may terminate the employment relationship effective immediately.

The cost of all clearances is at your own expense.

- 1. Working with Children Registration**

Working with Children Registration is a requirement under the Registration to Work with Vulnerable People Act 2013 and is issued by the Department of Justice, Tasmania. Information and application forms can be found at www.justice.tas.gov.au

- 2. National Police Certificate (Schedule 1 Record)**

National Police Certificate (Schedule 1 Record) is also a requirement to work at Scotch Oakburn College and is issued by Tasmania Police. Information and application forms can be found at www.police.tas.gov.au/services-online/police-history-record-checks/

First Aid Certificate

As a condition of employment all staff employed in the Boarding House are required to hold a minimum of a Provide an Emergency First Aid Response in an Education and Care Setting (HLTAID004) first aid qualification and a Bronze Medallion/Swim Rescue Award in Royal Surf Life Saving.