



SCOTCH OAKBURN COLLEGE
CREATING THE FUTURE

POSITION DESCRIPTION **BOARDING HOUSE DUTY STAFF**

TITLE:	Duty Staff – Residential and Non-Residential
COMMENCEMENT DATE:	1 February 2024
HOURS OF WORK:	We have a range of opportunities for shifts which include mid-week afternoon/evening, mid-week morning shifts, weekend rosters (both Saturday and Sunday) and sleepover shifts with accommodation and meals provided.
DAYS OF WORK:	Monday – Sunday
WEEKS OF WORK:	Academic weeks as per College Calendar
AWARD/AGREEMENT:	Educational Services (Schools) General Staff Award
REPORTS TO:	Head of Boarding
LOCATION:	Boarding House located on Elphin Campus (Junior School)
MANDATORY CLEARANCES:	<ol style="list-style-type: none">1. Working with Vulnerable People (Children) Registration2. National Police Certificate (Schedule 1 Record)3. First Aid qualification HLTAID0124. Bronze Medallion/Swim Rescue Certificate

Environment:

Scotch Oakburn College is an independent, open entry day and boarding school of approximately 1,300 students from Early Learning through to Year 12, in association with the Uniting Church in Australia. The College employs a team of 300 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 60 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 60 students will be accommodated in the Boarding House in 2024, 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.

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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.

Level of Accountability:

- Performance of the role must be undertaken with the highest of integrity, in accordance with the College Delegations of Authority. At times this role will operate autonomously, however direction is available from the Head of Boarding on a day-to-day basis where required.
- All tasks must be completed within required timeframes, to a high standard, and performed within the parameters of College policies and procedures. Actively engaging in reflective practices and receiving feedback is required to promote continuous improvement and to lead individual professional development objectives.
- Maintain high standards of professionalism, including personal presentation,
- Adherent to all legal and professional obligations including occupational health and safety, mandatory reporting and the College's duty of care.

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,
- Academic Tutors,
- Duty Staff,
- Boarding House Student Support Officer,
- College Medic,
- 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.

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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. Sleepover duty on the weekends and or weeknights when duty staff are rostered on duty for Residential roles.
9. To the best of the employee's experience and knowledge, provide risk management information, as requested by their supervisor.
10. Make risk prevention a priority whilst undertaking the overnight tasks in the College's operations.
11. 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.
12. 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.

Safeguarding Children and Young People:

Our organisation takes safeguarding children and young people seriously, and as an employee of Scotch Oakburn College, you are required to meet the behaviour standards outlined in our Code of Conduct. The Code of Conduct will be discussed as part of your induction. It is also accessible on The Dash.

As a part of your duties and responsibilities, you are also required to:

- provide a welcoming and safe environment for children and young people;
- promote the safety and wellbeing of children and young people to whom we provide services;
- 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;
- report any suspicions, concerns, allegations or disclosures of alleged abuse, by personnel as well as external individuals to management;
- report any breaches of policy by other personnel, however minor, to College management;
- maintain valid Working with Vulnerable People documentation'
- undergo periodic 'National Criminal History record' checks; and
- report to College management any criminal charges or convictions you receive during the course of your employment that may indicate a possible risk to children and young people.

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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.
- Demonstrated commitment to lifelong learning.
- Demonstrated ability to understand and commit to the College's policies in relation to Child Safety.
- A capacity and willingness to embrace the College's Learner Attributes as well as an understanding of contemporary research in teaching and learning pedagogies. An understanding of the Reggio Emilia approach is advantageous.
- 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.