

POSITION DESCRIPTION

Title:	Boarding House Year Group Co-ordinator
Reports to:	Director of Boarding
Direct reports to this role:	Boarding House Assistant and Casuals
Internal Liaisons:	Boarding House Staff Wellbeing Staff Year Co-ordinators Boarders
External Liaisons:	Parents

Purpose

The Boarding House Co-ordinator is to assist in the smooth and effective running of the Boarding House and at all times uphold PLC's legal duty of care.

This role has a strong pastoral focus and communication will be a key component. The person in this role will demonstrate strong leadership and be a positive role model to the students in their care. The welfare of the students is of paramount importance at all times.

This role strongly and openly supports and upholds the aims and policies of Presbyterian Ladies' College, by leading by example and showing a genuine interest in its activities and encourages others to do so.

PLC Statement of Purpose

Presbyterian Ladies' School is a Uniting Church School committed to educational excellence that gives girls confidence to lead purposeful lives and make an active contribution towards the common good.

Strategic Pillars

Personalisation – To provide a vibrant learning environment where choice and flexibility in programs, coupled with a culture of excellence in teaching, learning and thinking, stretches each girl to find her strengths and identify a path to personal success.

Leadership – To develop in girls enduring life and leadership skills where they are inspired and supported to see the potential in themselves and others.

Courage – To cultivate women with courage and resilience who can master the challenges of a changing world with creativity, industry, imagination and compassion.

Community – To harness the collective spirit of the PLC community to enhance the School's position as an outstanding social citizen and provider of educational excellence in perpetuity.

Service and Values

- All responsibilities and activities are to be carried out in accordance with PLC's ethos, values, and standards of behaviour as set down by the school and as amended from time to time.
- It is expected that individuals will demonstrate and promote service excellence and support the school in its objectives at all times.
- Participate in professional development activities conducted by PLC as required or directed.

Child Safety Commitment

All students who attend 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 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.

Key Result Areas

1. Leadership and Professional Development

- 1.1. Take responsibility for the smooth functioning of the Boarding House whilst on duty.
- 1.2. Demonstrate sound problem solving and decision-making skills.
- 1.3. Provide direction to other staff where appropriate.
- 1.4. Be consistent, approachable, supportive and professional at all times.
- 1.5. Contribute to the Boarding House team by using initiative, commonsense and a proactive approach toward everyday Boarding House events and activities.
- 1.6. Develop good working relationships with all Boarding House personnel and all other School staff.
- 1.7. Use allocated time on the roster to manage and facilitate the smooth running of their year group.
- 1.8. Engage in professional development that is relevant and pertinent to the role.

2. Administration

- 2.1. Undertake duties as required as Reception Desk Co-ordinator.

- 2.2. Undertake all relevant administrative and reception tasks in relation to the smooth running of the Boarding House in accordance with current policies and procedures.
- 2.3. Ensure all visitors and/or leave activities are checked in and out in accordance with Boarding House Policy.
- 2.4. Have a sure understanding and working knowledge of the Reach electronic leave system.
- 2.5. Keep accurate and appropriate records of communication, issues and action taken.
- 2.6. Compile relevant student information and student lists as required.
- 2.7. When on roster as Reception Desk Coordinator liaise with Health Centre Nurses to discuss the health needs of the Boarders and dispense and record medications given in the absence of the nurses.
- 2.8. When on roster as Reception Desk Coordinator help to coordinate emergency procedures and advise the Director of Boarding of any emergencies, issues and events which may arise.

3. Pastoral Care and Wellbeing

- 3.1. Be responsible for the pastoral care and wellbeing of a year group of students. This will require a proactive approach with the students and the creation and maintenance of an environment of warmth, open communication and trust.
- 3.2. Work with the Director of Boarding or Deputy Wellbeing to manage instances of inappropriate behaviour within the boarding house environment.
- 3.3. Work with the Director of Boarding and the Deputy Operational to create and administer an activities and service programme specific to their year group.
- 3.4. Adopt a holistic approach in regard to the health and well-being of the students in their year group. Any concerns will be communicated to the Director of Boarding or Deputy Wellbeing at which point a communication plan with the school and parents will be determined.
- 3.5. Inform the Director of Boarding or Deputy Wellbeing of any emergencies and/or events which may arise during the shift, including any concerns raised by students.
- 3.6. Demonstrate sensitivity and respect for differences in students' perspective, personality, capabilities and ethnic/cultural values.
- 3.7. Encourage courtesy and respectful behaviour in their students at all times.
- 3.8. Support, and show interest, in the events and activities in which their students participate.
- 3.9. Assist the students in establishing a routine in regard to their school activities, homework requirements, maintenance of their room and personal cleanliness.

4. Academic Support

- 4.1. Provide general advice and guidance to the students with issues relating to their academic work.
- 4.2. Actively supervise their year group during prep time to ensure a quiet and productive learning environment is maintained and is proactive in encouraging students in their studies.
- 4.3. Communicate with parents and students to report progress and assist in the development of specific goals and plans.
- 4.4. Develop an understanding and sensitivity to the unique abilities, difficulties and learning needs of the students in their year group.
- 4.5. Liaise with teachers and tutors where necessary and within scope of role.

5. Boarding House Life

- 5.1. Encourage a feeling of homeliness, friendship and a sense of belonging in the Boarding House.
- 5.2. Encourage a sense of pride in the Boarding House and the immediate surrounds by ensuring its cleanliness and tidiness.
- 5.3. Be available to participate in the full roster programme, including morning, evening, sleepover and weekend shifts.
- 5.4. Be available for duty on the first and last day of each term, for staff meetings, and Orientation days.
- 5.5. Be willing to undertake extra duties which are outside normal shift hours, as negotiated with the Director of Boarding
- 5.6. Attend official Boarding House functions when they are pertinent to the role.
- 5.7. Be available for duty over the third term holiday period.
- 5.8. Be available for professional development activities on staff days.

6. Health and Safety

- 6.1. Demonstrate in daily activities a commitment to health and safety in the workplace by always performing tasks in the safest possible manner – safe for the individual, co-workers and students.
- 6.2. Ensure at all times that you work in compliance with all laws, acts, regulations and internal policies outlined in all manuals and handbooks, as updated from time to time.
- 6.3. Report all hazards and incidents that the individual is party to, or observes, in the correct manner.
- 6.4. When required or directed by PLC, participate in any health and safety training.

Knowledge, Skills, Experience and Attributes

- Current Working with Children Check and Police Clearance **mandatory**;
- Senior First Aid or willing to obtain;
- Well developed interpersonal, communication, presentation and negotiation skills;
- Ability to work as a team member and believe in lifelong learning;
- Well developed organisational skills;
- Demonstrates a passion and commitment to the vision and values of PLC;
- Committed to striving for continuous improvement and achieving exceptional outcomes;
- Demonstrate initiative;
- Be reliable and punctual;
- Demonstrates high levels of confidentiality;
- Cultivates trust, credibility and honesty;
- Demonstrates a respect for and acceptance of difference in students, parents and staff;
- Displays empathy, enthusiasm, commitment and is highly motivated to contribute;
- Possesses a strong work ethic;
- Exercises ownership and concern for quality of own work reflected in accuracy and attention to detail; and

- Is flexible and has an ability to adapt and operate effectively in a challenging and changing environment.
-