



# Appointment of Boarding Staff

## (Part-time and full-time positions)

We are seeking suitable and enthusiastic Boarding Staff members (male and female) for positions in our boys/girls boarding houses. The purpose of these positions is to ensure that the school fulfils its essential pastoral care role for students who are living in a boarding situation away from their home and families. We have both part-time and full-time positions available during the school term with the requirement for some weekend and overnight shifts.

### Position Description

<b>Position Title:</b>	<b>Boarding Staff</b>
<b>Responsible to:</b>	The Principal
<b>Reports to:</b>	Head of Boarding
<b>Key Stakeholders:</b>	All internal and external stakeholders
<b>Overview:</b>	We are seeking suitable and enthusiastic Boarding Staff members (male and female) for positions in our boys/girls' boarding houses. The purpose of these positions is to ensure that the school fulfils its essential pastoral care role for students who are living in a boarding situation away from their home and families. These positions will be required during the school term and will require some weekend and overnight shifts.
<b>Duties &amp; Responsibilities:</b>	<p><b>Role responsibilities</b></p> <p><b>Ethos</b></p> <ul style="list-style-type: none"> <li>Actively support and promote the Christian ethos of Calrossy in a manner that is inclusive and sensitive to the life experiences of students, parents, and staff.</li> <li>At all times promote the School's Christian values in a practical and accessible way that promotes our mission to provide excellence in a Christian environment.</li> <li>Support the School's core values of Resilience, Selflessness, Inclusiveness and Integrity.</li> </ul> <p><b>School Policy &amp; Communication</b></p> <ul style="list-style-type: none"> <li>To be familiar with Calrossy Anglican School Policies and where to access these policies within the school</li> <li>To be familiar with the procedures and processes outlined with the Boarding Staff Manual &amp; other various school documentation</li> <li>To be familiar with the range of communication mechanisms within the school</li> <li>To pass on relevant information to other staff members where appropriate</li> <li>Attend appropriate staff meetings on a regular basis</li> <li>Attend training sessions or courses as part of their personal development or as required by the school</li> <li>To maintain accurate and up to date records within the boarding houses</li> <li>To be accurate and professional in communication with parents, to ensure that they are fully informed about their child's progress and welfare</li> <li>Confidentiality: the appropriate handling and disclosure of confidential information about boarders and their families is most important. Staff may often be privy to personal information and must respect the rights of boarders and their families. Any information relating to students should be discussed only with appropriate staff members. Any concerns regarding boarders must be referred to the Head of Boarding</li> <li>To perform any key tasks which the Head of Boarding, Senior Staff Member on Duty or Principal may reasonably assign</li> </ul> <p><b>Accommodation &amp; day-to-day management within the Boarding House</b></p> <ul style="list-style-type: none"> <li>To liaise with the Head of Boarding in ensuring for each boarder the provision of a living environment which complies with legislative requirements</li> <li>To participate in the regular assessment of buildings/resources within the boarding community</li> <li>To report and follow up any maintenance issues identified throughout the school resources and grounds</li> <li>To be aware of arrangements for fire safety, evacuation and lockdown processes and to assist in the running of regular drills within the boarding houses</li> <li>To ensure that boarders are aware of arrangements for fire safety, evacuation and lockdown processes</li> <li>To assist in driving boarders to various locations within and outside the Tamworth area, as required</li> <li>To follow school guidelines regarding the use of vehicles in the transportation of boarders</li> </ul>

	<p><b>Supervision</b></p> <ul style="list-style-type: none"> <li>• To personally always participate in the adequate and active supervision of boarders whilst they are under the charge of the school</li> <li>• To ensure that all appropriate rolls and records are accurately maintained</li> <li>• To report any unauthorised absence by boarders to the Head of Boarding or senior staff member on duty, and to work with appropriate staff in ensuring that parents and appropriate authorities are informed, and the safe return of the boarder ensues</li> <li>• In co-operation with other staff ensure: <ul style="list-style-type: none"> <li>○ House routines are maintained</li> <li>○ That the location of boarders is known and documented during boarding hours</li> <li>○ A smooth running of mealtimes by actively supervising within the dining room</li> <li>○ Boarders are provided with an environment during designated Prep times conducive to individual and group study</li> <li>○ All boarders have sufficient rest and that bed-time routines appropriate to each year group are maintained</li> </ul> </li> </ul> <p><b>Boarder's health, personal development, and welfare</b></p> <ul style="list-style-type: none"> <li>• Staff are expected to engage with boarders to take an active and real interest in each boarder as individuals</li> <li>• To ensure that the unique circumstances, needs, strengths and weaknesses of each boarder are identified and known so that individual opportunities, talents and potentials are developed and maximised</li> <li>• To be aware of and respond to the special needs of individual boarders, including those from different cultural backgrounds, and to be aware of changing needs as they develop</li> <li>• In association with boarding staff, ensure that appropriate care is given to boarders of all ages and that the special needs of each individual/ group are met</li> <li>• To liaise on a day-to-day basis with the Head of Boarding &amp; School Nurses in the care of boarder's individual health &amp; relevant welfare issues</li> <li>• To provide appropriate pastoral support for those in their care and to ensure that suitable care is given to the individual</li> <li>• In co-operation with boarding staff to follow the established routines to ensure a healthy diet for each boarder</li> <li>• In association with boarding staff to maintain a healthy routine of life for each boarder, and to make sure that standards of cleanliness and personal hygiene are taught and carried out</li> </ul>
<b>Work, Health &amp; Safety:</b>	<p><b>In accordance with the Workplace Health &amp; Safety Act 2021, Employees must:</b></p> <ul style="list-style-type: none"> <li>• While at work take reasonable care for their own health and safety</li> <li>• Take reasonable care for the health and safety of others</li> <li>• Comply with any reasonable instruction from Calrossy</li> <li>• Follow defined WH&amp;S policies and procedures of the school</li> </ul>
<b>Qualifications/Skills</b>	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• A current Class C Licence, and willingness to obtain an LR/MR Class License if required by the school</li> <li>• Current Mental Health First Aid Certificate or willingness to obtain</li> <li>• Current First Aid Certificate or willingness to obtain</li> <li>• Current Working with Children Check</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• A genuine interest and empathy with teenage students</li> <li>• Demonstrated experience in dealing with teenagers</li> </ul> <p><b>Risk Management &amp; WHS</b></p> <ul style="list-style-type: none"> <li>• To be familiar with the school's policies toward WHS and risk management</li> <li>• To ensure that risk management is undertaken as legally required</li> <li>• To report and follow up on any WHS issues to the relevant representative from Boarding</li> </ul> <p><b>Code of Conduct</b></p> <ul style="list-style-type: none"> <li>• Staff should be familiar with the school's Code of Conduct and expectations regarding dress. All staff are expected to adhere to this code whilst on duty</li> </ul> <p><b>Child Protection</b></p> <ul style="list-style-type: none"> <li>• To be aware of the legal responsibilities related to child protection legislation, mandatory reporting, Duty of Care and other relevant school expectations</li> </ul>

<b>Selection Criteria</b>	<p><b><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate:</i></b></p> <ol style="list-style-type: none"> <li>1. Provide an overview of your experience working in child related environment</li> <li>2. Provide your understanding of Risk Management in a Boarding setting.</li> <li>3. Provide examples of situations where multitasking has been adopted.</li> </ol>
<b>Conditions of employment</b>	<p><b>Award:</b> <i>Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025</i></p> <p><b>Work Type:</b> Part time / full time</p> <p><b>FTE:</b> Up to 43 hours per week, term time only</p> <p><b>Days:</b> Monday – Sunday / as per roster</p> <p><b>Salary:</b> Boarding Services, Level 2</p> <p><b>Location:</b> Brisbane Street Campus and Simpson House</p> <p><b>Conditions:</b></p> <ul style="list-style-type: none"> <li>• Some outdoor work in varying weather conditions</li> <li>• Interaction with students, staff and parents, and the wider community</li> <li>• Administrative duties</li> <li>• Term time only</li> <li>• Must be available to work Monday – Sunday</li> </ul> <p><b>Benefits:</b></p> <ul style="list-style-type: none"> <li>• Staff device and tech support</li> <li>• Professional Development tailored to your career stage</li> <li>• Employee Assistance Program (EAP)</li> <li>• Salary Packaging</li> <li>• Annual Flu vaccinations free and on-site</li> <li>• Annual renewal of First Aide free and on-site</li> </ul>
<b>Location</b>	<p>Calrossy Anglican School  140 Brisbane Street  PO Box 1245  Tamworth NSW 2340 Ph (02) 5776 5100  <a href="mailto:admin@calrossy.nsw.edu.au">admin@calrossy.nsw.edu.au</a></p>

All applicants are required to uphold the Christian ethos and support the schools core values of **Integrity, Selflessness, Inclusiveness, Resilience**