



Appointment of Boarding Staff

(Casual positions)

We are seeking suitable and enthusiastic Boarding Staff members for casual positions in our girls' boarding houses. The ideal candidate must be able to demonstrate capacity to engage with teenagers and adhere to supervision policies and procedures, to ensure essential pastoral care is provided. Successful applicants must be available during the school term and for some weekend and overnight shifts.

Position Description

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| Position Title: | Boarding Staff |
| Responsible to: | The Principal |
| Reports to: | Head of Boarding |
| Key Stakeholders: | All internal and external stakeholders |
| Overview: | The purpose of this position 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. |
| Duties & Responsibilities: | <p>Ethos</p> <ul style="list-style-type: none"> 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. 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. Support the School's core values of Selflessness, Inclusiveness, Resilience and Integrity. <p>School Policy & Communication</p> <ul style="list-style-type: none"> Be familiar with Calrossy Anglican School Policies and where to access these policies within the school Be aware of and follow the procedures outlined within the Boarding Staff Manual & other various school documentation Be familiar with the range of communication mechanisms within the school Maintain accurate and up to date records within the boarding houses and pass on relevant information to other staff members where appropriate and necessary Attend appropriate staff meetings on a regular basis Attend training sessions or courses as part of their personal development or as required by the school Be accurate and professional in communication with parents, to ensure that they are fully informed about their child's progress and welfare Maintain confidentiality and exercise the appropriate handling and disclosure of confidential information about boarders and their families in line with policy and procedures Perform any key tasks which the Head of Boarding, Senior Staff Member on Duty or Principal may reasonably assign. <p>Accommodation & day-to-day management within the Boarding House</p> <ul style="list-style-type: none"> Liaise with the Head of Boarding in ensuring for each boarder the provision of a living environment which complies with legislative requirements Participate in the regular assessment of buildings/resources within the boarding community Report and follow up any maintenance issues identified throughout the school resources and grounds Ensure that boarder residents are aware of arrangements for fire safety, evacuation and lockdown processes and assist in the running of regular drills within the boarding houses Lead fire safety, evacuation and lockdown processes Assist in driving boarders to various locations within and outside the Tamworth area, as required, and within the school guidelines for the use of vehicles in the transportation of boarders. |

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| | <p>Supervision</p> <ul style="list-style-type: none"> • Participate in the adequate and active supervision of boarders whilst they are under the charge of the school • Ensure that all appropriate rolls and records are accurately maintained • 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 • In co-operation with other staff ensure: <ul style="list-style-type: none"> ○ House routines are maintained ○ That the location of boarders is known and documented during boarding hours ○ A smooth running of mealtimes by actively supervising within the dining room ○ Boarders are provided with an environment during designated Prep times conducive to individual and group study ○ All boarders have sufficient rest and that bed-time routines appropriate to each year group are maintained <p>Boarder's health, personal development, and welfare</p> <ul style="list-style-type: none"> • Engage with boarders to take an active and real interest in each boarder as individuals • Contribute to identifying and sharing the unique circumstances, needs, strengths and weaknesses of each boarder to maximise and develop individual opportunities, talent and potential. • Contribute to ensuring that appropriate care is given to boarders and that the special needs of each individual/group are met • 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 • Liaise on a day-to-day basis with the Head of Boarding & School Nurses in the care of boarders' individual health & relevant welfare issues • Provide appropriate pastoral support for those in their care and ensure that suitable care is given to the individual • Follow the established routines and undertake monitoring of diet and routines to make sure that standards of nutrition, cleanliness and personal hygiene are taught and carried out | | | | | | | | | | |
| <p>Work, Health & Safety:</p> | <p>In accordance with the Workplace Health & Safety Act 2021, Employees must:</p> <ul style="list-style-type: none"> • While at work take reasonable care for their own health and safety • Take reasonable care for the health and safety of others • Comply with any reasonable instruction from Calrossy • Follow defined WH&S policies and procedures of the School | | | | | | | | | | |
| <p>Qualifications/Skills</p> | <p>Qualifications:</p> <ul style="list-style-type: none"> • A current Class C License, and willingness to obtain an LR/MR Class License if required by the school • Current Mental Health First Aid Certificate or willingness to obtain • Current First Aid Certificate or willingness to obtain • Current Working with Children Check <p>Skills:</p> <ul style="list-style-type: none"> • A genuine interest and empathy with teenage students • Demonstrated experience engaging with teenagers | | | | | | | | | | |
| <p>Selection Criteria</p> | <p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate:</i></p> <ol style="list-style-type: none"> 1. Provide an overview of your experience working in child related environment and with teenagers. 2. Provide your understanding of Risk Management in a Boarding setting. 3. Provide examples of situations where multitasking has been adopted. | | | | | | | | | | |
| <p>Conditions of Employment:</p> | <table border="1"> <tr> <td>Industrial Instrument</td> <td><i>Independent Schools NSW (Professional and Operational Staff) Cooperative Multi Enterprise Agreement 2025</i></td> </tr> <tr> <td>Employment Type</td> <td>Casual</td> </tr> <tr> <td>Classification</td> <td>Boarding Staff, Level 1</td> </tr> <tr> <td>Days of Work</td> <td>Monday to Sunday as rostered, including night shifts</td> </tr> <tr> <td>Work locations</td> <td>Brisbane Street Campus</td> </tr> </table> | Industrial Instrument | <i>Independent Schools NSW (Professional and Operational Staff) Cooperative Multi Enterprise Agreement 2025</i> | Employment Type | Casual | Classification | Boarding Staff, Level 1 | Days of Work | Monday to Sunday as rostered, including night shifts | Work locations | Brisbane Street Campus |
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| Work locations | Brisbane Street Campus | | | | | | | | | | |
| <p>Location</p> | <p>Calrossy Anglican School 140 Brisbane Street PO Box 1245 Tamworth NSW 2340 Ph (02) 5776 5100 admin@calrossy.nsw.edu.au</p> | | | | | | | | | | |

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