



Boarding Services Employees

We are seeking caring, reliable and enthusiastic Boarding Services Employees to join our Boarding team and contribute to the pastoral care and wellbeing of students living away from their homes and families.

This rewarding role helps create a safe, inclusive and nurturing boarding environment where students feel valued and supported. Employees provide supervision, guidance and practical support that promote wellbeing, personal growth and belonging.

We seek people who enjoy working with young people, build respectful relationships, collaborate effectively and uphold the values and expectations of Calrossy Anglican School and its boarding community.

We are looking to fill permanent part-time positions, 15 – 30 hours per week, as well as expand our casual pool. Successful applicants will be flexible and must be available to work overnight and weekend shifts from Monday to Sunday in accordance with the roster.

All successful applicants will be required to hold a Working with Children Check (or be eligible to obtain) and a current First Aid certificate.

Position Description

Position Title:	Boarding Services Employee
Responsible to:	The Principal
Reports to:	Head of Boarding
Key Stakeholders:	Boarding Students Boarder Parents Head of Boarding and boarding staff Principal and Executive Health and Wellbeing staff
Overview:	The purpose of the Boarding Services Employee position is to ensure the School fulfils its essential pastoral care responsibilities for students living in a boarding environment away from their homes and families. Boarding Services Employees provide a safe, supportive, inclusive and nurturing environment that promotes students' wellbeing, personal development and sense of belonging, while supporting the values, expectations and daily operations of the School's boarding community.
Duties & Responsibilities:	Ethos - 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. School Policy & Communication - To be familiar with Calrossy Anglican School Policies and where to access these policies within the school

- To be familiar with the procedures and processes outlined with the Boarding Staff Manual & other various school documentation
- To be familiar with the range of communication mechanisms within the school
- To pass on relevant information to other staff members where appropriate
- 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
- To maintain accurate and up to date records within the boarding houses
- To be accurate and professional in communication with parents, to ensure that they are fully informed about their child's progress and welfare
- 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
- To perform any key tasks which the Head of Boarding, Senior Staff Member on Duty or Principal may reasonably assign.

Accommodation & day-to-day management within the Boarding House

- To liaise with the Head of Boarding in ensuring for each boarder the provision of a living environment which complies with legislative requirements
- To participate in the regular assessment of buildings/resources within the boarding community
- To report and follow up any maintenance issues identified throughout the school resources and grounds
- 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
- To ensure that boarders are aware of arrangements for fire safety, evacuation and lockdown processes
- To assist in driving boarders to various locations within and outside the Tamworth area, as required
- To follow school guidelines regarding the use of vehicles in the transportation of boarders

Supervision

- To personally always participate in the adequate and active supervision of boarders whilst they are under the charge of the school
- To ensure that all appropriate rolls and records are accurately maintained
- 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
- In co-operation with other staff ensure:
 - 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

	Boarder's health, personal development, and welfare • Staff are expected to engage with boarders to take an active and real interest in each boarder as individuals • 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 • 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 • 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 • To liaise on a day-to-day basis with the Head of Boarding & School Nurses in the care of boarder's individual health & relevant welfare issues • To provide appropriate pastoral support for those in their care and to ensure that suitable care is given to the individual • In co-operation with boarding staff to follow the established routines to ensure a healthy diet for each boarder • 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.
Qualifications, Skills & Experience:	Qualifications/Skills • Current Working with Children Check • Current First Aid Certificate • Current Mental Health First Aid Certificate • A current Class C License, and willingness to obtain an LR/MR Class License if required by the school • A genuine interest and empathy with teenage students • Demonstrated experience in dealing with teenagers Child Protection • To be aware of the legal responsibilities related to child protection legislation, mandatory reporting, Duty of Care and other relevant school expectations
Health, Safety & Wellbeing:	In accordance with the Workplace Health & Safety Act 2021, Employees must: • 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
Selection Criteria	<i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate:</i> 1. Current qualifications relevant to the role, as listed. 2. Demonstrated ability to provide appropriate supervision, pastoral care and support to young people, with a strong commitment to student wellbeing, safety and individual needs. 3. Demonstrated interpersonal and communication skills, with the ability to build positive and respectful relationships with students, parents and colleagues and work collaboratively as part of a boarding team.

	4. Demonstrated reliability and sound judgement, including the ability to follow established routines, policies and procedures, maintain accurate records and respond appropriately to changing situations. 5. Ability to model the Christian ethos and Calrossy Anglican School values in the boarding setting, and in interactions with students and the school community.	
Conditions of Employment:	Industrial Instrument	<i>Independent Schools NSW (Professional and Operational Staff) Cooperative Multi Enterprise Agreement 2025</i>
	Work Type	Permanent/ Temporary Full-time / Part-time
	Days and Hours of Work	Monday – Sunday per roster Maximum of 43hrs per week averaged over 12months.
	Classification	Boarding Services Employees - Level 1/2
	Salary	\$68,312 - \$72,397 (full-time equivalent)
	Location	Brisbane Street Campus and Simpson House
Campuses:	Brisbane Street Campus (Senior 10-12 and Boarding) 140 Brisbane Street PO Box 1245 Tamworth NSW 2340 William Cowper Campus (Junior P-6 & Middle 7-9) 242 Moore Creek Road Tamworth 2340	