



Boarding Services Employees (Casual Positions)

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 currently looking for suitable candidates to fill casual positions. Successful applicants must demonstrate flexibility and be available to work a rotating roster, including overnight and weekend shifts across Monday to Sunday, as well as additional relief shifts when required.

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:	<p>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.</p> <p>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.</p>
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.

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

- 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.

Supervision

- 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:
 - 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

- 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

	<ul style="list-style-type: none"> • 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 	
Work, Health & Safety:	In accordance with the Workplace Health & Safety Act 2021, Employees must: <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 	
Qualifications/Skills	Qualifications: <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 Skills: <ul style="list-style-type: none"> • A genuine interest and empathy with teenage students • Demonstrated experience engaging with teenagers 	
Selection Criteria	<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. 	
Conditions of Employment:	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
Location	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

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