



Calrossy Anglican School

BOARDING STAFF Duty Statement

Responsible to:

- Principal
- Head of Boarding

Key Responsibilities:

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.

Code of Conduct

- Staff should be familiar with the school's Code of Conduct and expectations in regard to dress. All staff are expected to adhere to this code whilst on duty.

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 in regard to the use of vehicles in the transportation of boarders.

Child Protection

- To be aware of the legal responsibilities related to child protection legislation, mandatory reporting, Duty of Care and other relevant school expectations.

Risk Management & OH & S

- To be familiar to the school's policies toward WHS and risk management.
- To ensure that risk management is undertaken as legally required.
- To report and follow up on any WHS issues to the relevant representative from Boarding.

Supervision

- To personally participate in the adequate and active supervision of boarders at all times 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 the course of boarding hours.
 - A smooth running of meal times by actively supervising within the dining room.
 - That boarders are provided with an environment during designated Prep times conducive to individual and group study.
 - That 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 and to take an active and real interest in each boarder as an individual.
- To ensure that the unique circumstances, needs, strengths and weaknesses of each boarder are identified and known by other Boarding staff, 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.

- In association with boarding staff to ensure that boarders have access to and participate in a lively programme of leisure activities in the afternoons and at weekends, and where on duty to assist personally in that programme.
- In association with boarding staff ensure that boarders uniform, clothing and personal belongings are used appropriately, maintained and stored in a tidy manner.
- To be aware of the academic strengths and weaknesses of each boarder, and to ensure that conditions during designated prep. times are conducive to effective academic progress.
- To be aware of the general approach and policies used by the school in relation to behaviour management.
- In association with the Head of Boarding deal with disciplinary issues in a firm but caring manner, adhering to appropriate school policy, guidelines and expectations.
- To ensure that information regarding behavioural and welfare issues for individual boarders is passed on to the Head of Boarding.

Personal Attributes:

- Excellent communication & organisational skills, both written and oral.
- Professional approach & ability to work both as an individual as well as part of a team.
- Outgoing & energetic personality.
- Positive attitude and calm, approachable manner.
- Caring, empathetic and compassionate.
- Ability to listen.
- Patience & flexibility.
- Sense of humour.

Essential Qualities & Criteria:

- Ability to support the Christian mission of the School.
- A genuine interest and empathy with teenage students.
- Demonstrated experience in dealing with teenagers.
- Current First Aid qualifications or willingness to obtain qualifications.
- Current Working with Children Clearance.
- A current Class C License, and willingness to obtain an LR/MR Class License if required by the school.

Desirable Criteria:

- Previous boarding experience and/or training involving working with children is desirable.
- Previous experience in working with children with special needs.