

# Boarding Assistant



**LORETO  
COLLEGE**

**Marryatville, South Australia**

**[www.loreto.sa.edu.au](http://www.loreto.sa.edu.au)**

<b>Role:</b>	<b>Boarding Assistant</b>
<b>Terms:</b>	Permanent part-time – Sunday – 12.00 – 5.00 pm Monday (each fortnight) – 3.30 pm – 10.00 pm 39 weeks per year (during school term time only)
<b>Commencement Date:</b>	As soon as possible
<b>Classification:</b>	Education Support Officer Boarding Stream Grade 2 Year 1
<b>Responsible to:</b>	Senior Director of Boarding and Strategic Projects

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## About Loreto

The Mission Statement for Loreto Schools of Australia states:

*A vigorous belief in the capacity and responsibility of women to contribute significantly to society and to the church underlies the emphasis in our tradition on the education of girls.*

*It builds on Mary Ward's conviction that 'women in time to come will do much' and is inspired by her independence of spirit, her strength of mind, her tenacity and her courage in breaking new ground. Yet, for all her passion to redress an imbalance, her fundamental belief was that men and women alike found their deepest truth and ultimate value in God. There is still an urgent need today to recreate the vision of what it is to be fully human, for men as well as women. It is therefore our task to educate beyond the stereotypes. It is our hope that those involved in our schools will act freely, courageously and in a spirit of collaboration to affirm the dignity of each individual and to further the cause of human rights.*

*This is our vision: that Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.*

All Loreto schools in Australia share the same set of values: freedom, justice, sincerity, verity and felicity. These values are at the heart of our educational philosophy and shape our identity as a school.

## Position Overview

The Boarding Assistant will show initiative in supporting the positive atmosphere of the Boarding House and the behaviour management of all boarders. The capacity to build relationships based on mutual respect is a necessary characteristic for this position.

The safety and welfare of all the girls in the Boarding House are the prime responsibility of the Boarding Assistant. She will carry out duties as directed by the Director of Boarding and Senior Staff.

## Key Responsibilities and Expectations

### Wellbeing of Boarders

- encourage positive attitudes and strong morale among the girls in the Boarding House;
- on beginning duty read most recent entries in the End of Duty Report;
- liaise with the Boarding Supervisor or the Director of Boarding re persistent behaviour problems with the girls;
- be alert to issues that may affect the safety of boarders, staff, visitors to the Boarding House and report any adverse issues to the Director of Boarding;
- report any maintenance issues to Boarding Supervisor;
- report all activities, incidents and information during a shift in a Communications Book located in the Duty Office;
- while on duty be accountable for the whereabouts of all boarding students;
- while on duty attend to tasks as described on the written schedule for the shift, or as directed by the Boarding Supervisor or Director of Boarding;
- assist Boarding Supervisors with sick/injured girls outside normal school hours;
- ensure the Boarding House is kept tidy at all times to maintain a high level of cleanliness;
- drive the College vehicle to take girls on excursions, outings and appointments;
- provide escort for girls needing to use school facilities out of school hours;
- maintain professionalism especially with regards to confidentiality and privacy;
- work cooperatively with colleagues, sharing responsibilities and housekeeping tasks;
- establish and maintain professional working relationships with colleagues that are positive, respectful, fair and supportive;
- engage in reflective reviews with your Line Manager;
- any other duty as directed by the Director of Boarding or the Principal;

### Mission and Ethos

- know, accept, embody and develop the Loreto mission and values.
- have a commitment to, and clear understanding of the Loreto charism of Mary Ward.
- fully support the Catholic ethos by taking part in staff and student prayer, retreats, social justice activities and voluntary service.
- role model Christian values in all dealings with students, staff and parents.
- maintain confidentiality at all times and demonstrating high professional standards within the College and community.
- provide consistent public support both within and outside the College for school-wide policy initiatives and strategic plans.
- support and uphold the College's policies and procedures and the Safeguarding Children and Young People Code of Conduct.

- undertake tasks including creating, collecting, maintaining, using, disclosing, duplicating and disposing of information including managing and using communication devices (email, internet, telephone, network) in accordance with the College's policies, including Privacy Policy and Responsible Use of Technology Policy.

## Person Specification – Essential Criteria

### Knowledge and Skills Required

- A clear and compassionate understanding of adolescent girls is essential
- Demonstrated ability to provide active supervision of students
- A clear understanding of the importance and significance of the legal requirements of the supervision of students in terms of Duty of Care requirements
- Demonstrated experience in working collaboratively with team members
- A desire to encourage and work in a positive manner with boarding students

### Personal Qualities

- Demonstrated understanding of students from a diverse range of cultures and backgrounds
- A mature and sensible attitude
- Excellent communication skills, both written and verbal, that can be used effectively with staff, students and parents
- Demonstrated ability to deal with sensitive information in a professional and confidential manner
- Exceptional organisational and time management skills

### Essential Qualifications

- Formal qualifications equivalent to Certificate IV in Community Services (Student Residential Care) or be recognized as having equivalent competency would be considered an advantage
- ABSA Certificate in Duty or Care or willingness to obtain Certificate
- Current Senior First Aid Certificate
- Current Working with Children clearance or DCSI clearance letter
- Responding to Risk of Harm, Abuse and Neglect – Education and Care Training Certificate
- Current Drivers License

## Work Health and Safety

### Teachers (including PORs), Non-teaching positions – WORKERS

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- take reasonable care for yourself and others in the workplace
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able, with any reasonable instruction given by the employer to allow the person to comply with the WHS Act
- cooperate with any reasonable policy or procedure of the employer relating to health or safety at the workplace that has been notified to workers
- do not bypass or misuse systems or equipment provided for any purpose
- report unsafe conditions or acts which come to your attention and address where possible. Notify your supervisor/manager of actual or potential WHS risks in your work area
- notify your supervisor/manager of incidents, injury and pain or discomfort following a work related injury/activity as soon as possible, preferably in the shift it occurs, but no later than 24 hours.

All workers are authorised to:

- stop any activity where there is imminent risk of harm to self or others and to the environment
- instruct others to stop a task considered to present a risk to health, safety and the environment
- raise and/or discuss health, safety, environment and quality matters with supervisors/managers or safety representatives where relevant
- notify a direct report and follow up on any health safety, environment and quality matters outside of one's ability or capacity to control
- escalate health, safety, environment and quality matters to an appropriate level

### Accountability

Catholic Church Endowment Society Inc (CCES) utilises a number of accountability processes to assess performance relating to the implementation of management system responsibilities. These processes apply to all personnel and are performance based.

The key process may include:

- supervisory arrangements (in accordance with organisational and site management structures)
- system review and verification activities; and
- performance appraisals

*Reference: Catholic Safety, Health Welfare South Australian, (12) v1*

## Annual Review

An Annual Review is undertaken with your line manager to provide feedback and discussion for professional growth.

### APPROVAL

Job Description Approved

.....  
Print Name

.....  
Signature Principal or Delegate

.....  
Date

.....  
Print Name

.....  
Signature Staff Member

.....  
Date

February 2025

## Applications

Applications for the position of Boarding Assistant should be addressed to:

Ms Kylie McCullah  
PRINCIPAL  
Loreto College  
316 Portrush Road  
MARRYATVILLE SA 5068

## Terms and Conditions

- Formal qualifications equivalent to Certificate IV in Community Services (Student Residential Care) or be recognized as having equivalent competency would be considered an advantage
- ABSA Certificate in Duty or Care or willingness to obtain Certificate
- Responding to Risk of Harm, Abuse and Neglect- Education and Care certificate
- All applicants will be required to undergo a Working with Children Check and Catholic police clearance. Please attach any relevant certificates to your application.

## Included with your application

Please provide copies of the following documents:

- Address each of the Selection Criteria outlined in the position description.
- Your Curriculum Vitae
- The names, addresses and full contact details of three referees who may be approached.
- All applicants will be required to complete an Applicant Declaration Form for School Employees which is available on our website. This Form must be submitted with your application.

## Closing Date

**Applications close at 9.00 am on Friday, 14 February 2025**