



<b>The Armidale School</b>	<b>Position Description</b>	No. 1
Prepared By: STW/ DJD Date: Oct 2020	Residential Staff	Approved:

### POSITION DESCRIPTION

**Title:** TAS Boarding House Residential Staff

**Employer:** The Armidale School

**Reports To :** Director of Boarding Head of House

**MEA:** Level 1 Boarding Staff:  
Independent Schools NSW (Support and Operational Staff) Multi- Enterprise Agreement 2017 and any Agreement or instrument that replaces it.

#### **The School**

The Armidale School (TAS) is an Anglican co-educational boarding and day school with a Junior School (Transition to Year 5), Middle School (Years 6-8) and Senior School (Years 9-12). The School has an enrolment of around 620 students, including over 220 boarders.

TAS values and actively pursues individual academic performance and effort, but a TAS education is a comprehensive one, presenting every student with the experiences that create character and resilience, promote creativity, initiative and leadership and prepare them for life. We are proud of our history and traditions and membership of the AAGPS, yet at the same time we are liberal and progressive.

#### **1) OVERVIEW:**

Working in The Armidale School's boarding houses is a challenging and very rewarding experience. As a Residential Staff member, you will be responsible for assisting with the day to day running of the house and undertaking duty shifts where you oversee the behavior, whereabouts and wellbeing of the boarders.

In this role you will have significant face to face contact with boarders, and as such, you have the potential to be a great influence in their development and a role model in their lives.

#### **2) POSITION PURPOSE**

This position is required to undertake active supervisory duty and to assist with the day to day running of the house.

### **3) FUNCTIONAL RESPONSIBILITIES**

- Adhere to the TAS Residential Staff Handbook
- Supervise students during recreation, study, meals and while in the house
- Ensure standards of behaviour are maintained and redirect behaviour where necessary
- Undertake day to day tasks as reasonably requested by the Head of House or Deputy Head of House
- Observe Duty of Care obligations to students in their care
- Sleepover in the house when on night duty as rostered by the Head of House
- By example, set the standard for manners, presentation and language
- Conduct yourself professionally and maintain appropriate relationships and professional boundaries with students and staff at all times
- Report serious offences to the Head of House for their follow up
- Record anything of note in the End of Shift Report using the REACH boarding management system
- Sign students out for approved leave and sign them in on their return using the REACH boarding management system
- Conduct roll calls at intervals throughout the day to confirm the whereabouts of boarders using the REACH boarding management system and follow up any unexplained absences
- Be familiar with emergency procedures within the house
- Be a positive influence on boarders
- Be aware of students' circumstances and report to the Head of House those who may be experiencing challenges
- Be active and present while on duty
- Ensure house routines are adhered to
- Carry the duty phone and respond to calls from Head of House, other staff and parents
- Arrange for the care of sick or injured students through the school Medical Centre, if the illness or injury is severe or life threatening, call an ambulance first
- Conduct a final bed check and ensure all are settled before departing at the end of an evening shift

Please note that at the request of your Head of House, you may be required to attend the House Coast Weekend at the commencement of the School year, as well as other House activities during the year.

### **4) POSITION DESCRIPTION**

This position is a part time position and is for the term of one year.

Your hours of duty will be averaged over a year in accordance with the applicable MEA.

### **5) REQUIRED SKILLS AND ATTRIBUTES**

As a Residential Staff member, you must:

- be approachable and professional in all dealings with students, staff and parents
- Have clear written and verbal communication skills and an attention to detail
- Be proficient in the use of Information Technology
- Be self-motivated and possess initiative
- Be well presented at all times
- Lead by example in your role

## **6) QUALIFICATIONS AND TRAINING**

You must have and maintain a paid, valid Working with Children's Check. You will also be required to complete a "Duty of Care" course where you will obtain your Certificate of Residential Care (at the School's expense).

Prior to commencing this role, all Residential Staff must attend an in-service day covering the following:

- Duty of Care
- Child Protection
- Expectations & Responsibilities of Residential Staff
- Duties of Residential Staff
- House Staff Administration

You must also have a valid Level 2 First Aid certificate. The School will arrange the required training for those without a valid certificate.

## **7) SUPERVISION**

You are ultimately responsible to the Headmaster in all aspects of your employment at the School. However, the Director of Boarding, Head of House and their delegate (Deputy Head of House) will oversee you on a day to day basis. It is expected that you will work efficiently with little supervision during your time in the House.

## **8) JUDGEMENT**

As a TAS staff member, you will be required to:-

- use all reasonable efforts to promote the interests of the School
- serve the School faithfully and diligently to the best of your ability
- always act in the School's best interests.

## **9) CONFIDENTIALITY**

Confidentiality is of paramount importance.

Due to the nature of the information regarding students, parents and their personal arrangements, it is imperative that a strict degree of confidentiality is maintained at all times and in all cases.

Any discussions with regard to parents' personal information must be confined to the Head of School, Deputy Head of School, Director of Boarding and the Head of House.