



St Catherine's School

Anglican day and boarding school for girls,
Kindergarten to Year 12. Founded 1856 in Sydney.

Boarding House co-manager

Full time permanent position -commencing January 2020

St Catherine's School's boarding house is purposefully small with up to 67 boarders from rural NSW and overseas.

The boarding house co-manager is responsible for the oversight of either Years 7-10 or Years 11-12 in the boarding house. In doing so, she will work closely with the head of boarding and academic care.

This position requires an applicant who enjoys working with young adolescents, with the ability to problem solve, take a common-sense approach to student issues, and be proactive in their approach. The ability to work well with others and communicate effectively with students and colleagues is key to the role.

Proven experience in a boarding house or independent school environment is essential. The position is residential which includes provision of on-site accommodation.

The job description is available below. CV and letter of application should be addressed to Human Resources and please apply via SEEK before close of business on the 8 November.

Active support for the Christian ethos and purposes of the school is essential.

This position requires the successful applicant to have a Working with Children Check in accordance with the *Child Protection (Working with Children) Act 2012*. Details of how to apply are available on <http://www.kids.nsw.gov.au>.



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Role Description: Boarding House Co-manager

Responsible to: Headmistress

Reporting to: Head of Boarding and Academic Care

Effective Date: January 2020

Primary purpose of the position:

The boarding house co-manager is responsible for the oversight of either Years 7-10 or Years 11-12 in the boarding house. In doing so, she will work closely with the head of boarding and academic care.

Major responsibilities:

- 1. Active support for the Christian character and purposes of the school is essential.**
 - Attend assemblies and worship services that relate to boarders
 - Provide opportunities for students to engage in Christian activities in the boarding house in conjunction with the Chaplain

- 2. Work closely with the head of boarding and academic care and other key staff to ensure the wellbeing of students under their care (either Years 7-10 or 11-12)**
 - Liaise with guardians and parents of boarders when required
 - Be an advocate for the students under your care in the boarding house
 - Work with the year mentors, the director of positive psychology, the head of global enrichment and counsellor to ensure that students are well known in the senior school and cared for both in and out of the boarding house
 - Attend events that boarders are participating in, for example, sports, parent teacher evenings, curriculum information evenings and orientation events
 - Provide support for each girl under your care, and appropriate discipline as required
 - Work with the indigenous co-ordinator to support indigenous girls in the boarding house
 - Work with other staff when needed to ensure the smooth running of the boarding house, including the facilities manager
 - Be on call as needed in emergency situations

- 2. Oversight of all documentation in relation to your year group including:**

- Oversight of collection of medical and permission forms for boarding
- Sign permission forms for excursions and events
- Ensure appropriate medical documentation is in place for all medications that are dispensed for students under your care
- Follow all policies with regards to overseas students and guardian requirements

3. Oversight of boarding activities:

- Plan a coordinated program of boarding activities in conjunction with the other co-manager, including weekend activities.
- Oversight of activities specifically related to your year groups, for example the Year 12 Valedictory dinner
- Welcome parents and girls back to school at the commencement of each term, particularly new parents at the commencement of each term
- Be proactive and regular in communication with boarding parents
- Review and approve leave for relevant year groups
- Work with the other co-manager to develop a staff roster each term
- Provide dates for the school calendar and portal as required
- Update boarding documentation, such as boarders' handbook, overseas students' handbook each year
- Contribute to other school publications as required

4. Represent St Catherine's in the school and wider community. This may be by organising, speaking at, or attending functions, including but not limited to:

- Parent information sessions and workshops
- School social functions
- Community events

5. Uphold and promote high standards in all areas of endeavor

- Follow the protocols in the boarding staff handbook with care, particularly in relation to Child protection and student safety
- As a staff member who lives at the school there are certain behaviors that are not appropriate in a girls' boarding house. These include consumption of drugs and alcohol and male visitors in your rooms. Please ensure that you are familiar with the school's code of conduct and the boarding house staff handbook.

6. Undertake other duties as required by the headmistress