



St Catherine's School

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

Boarding House Coordinator

Full time permanent – commencing January 2020

St Catherine's School's boarding house is purposefully small with up to 65 boarders from rural NSW and overseas students.

The boarding coordinator is responsible for the oversight and wellbeing of students under their care in the boarding house. In doing so she will work closely with the head of boarding and academic care and the boarding co-managers.

Proven experience in a boarding house or independent school environment is an advantage but not 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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Kindergarten to Year 12. Founded 1856 in Sydney.

Role Description: boarding house coordinator

Responsible to: Headmistress

Reporting to: Head of Boarding and Academic Care

Effective Date: January 2020

PRIMARY PURPOSE OF ROLE:

The boarding coordinator is responsible for the oversight and wellbeing of students under their care in the boarding house. In doing so she will work closely with the head of boarding and academic care and the boarding co-managers.

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 the boarding co-managers to ensure the wellbeing of students under their care

- Report any concerns regarding boarding students to the boarding co-manager on duty.
- Be an advocate for the students under your care in the boarding house
- Work with the boarding co-managers to ensure that students are well known in the senior school and cared for both in and out of the boarding house
- Provide support for each girl under your care, and appropriate discipline as required
- Work with other staff when needed to ensure the smooth running of the boarding house.
- Follow the boarding roster to ensure a safe and supportive environment for all girls under your care
- Report any issues to one of the boarding co-managers or the headmistress if a child protection or reportable conduct issue

3. Oversight of boarding activities

- Support the boarding co-managers in planning a coordinated program of boarding activities for the boarding students
- Provide tutoring for boarding students when required
- Welcome parents and girls back to school at the commencement of each term particularly new parents at the commencement of each term

- Coordinate activities for the weekend boarders where appropriate
 - Ensure that you are available to follow the staff roster each term, which will include weekend work
- 4. Assist the boarding co-managers in providing a safe, positive and supportive environment for all boarding students in the boarding house**
- Follow school policies in the boarding house at all times
 - Work positively and constructively with other staff members in order to be part of an effective team.
 - Undertake any training when required and attend any number of required meetings which will occur from time to time.
- 5. 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:**
- School social functions
 - Community events
 - Boarding student social events
- 6. 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.
- 7. Undertake other duties as required by the headmistress**