



Title	Boarding House Parent
Organisation Unit	Boarding
Award / Agreement	Educational Services (Schools) General Staff Award 2020
Classification	Level 2
Reports to	Head of House/Assistant Head of House Ultimately, all positions report to the Principal
Employment Type	Part-time, ongoing
Work location	201 Forest Street, Wendouree, Victoria 3355, and other locations as required

1. ABOUT BALLARAT GRAMMAR

Ballarat Grammar is one of regional Australia's leading co-educational schools with a proud history dating back to 1877 and a flourishing community of over 1,900 students from 6 months to Year 12, including around 270 boarders.

With three campuses, an extensive array of first-class facilities and a range of challenging and diverse programs, we provide rich opportunities for our students to learn to thrive.

The 'essence of Grammar' is based on wellbeing. Steeped in the Anglican tradition, we invest in our values in preparing our students to develop into positive and resilient individuals intent on establishing their own pathways in the world.

We want our students to graduate with a deep understanding of the world and of the people in it. As an active member school of Round Square our students are supported to take on challenges that demand courage, generosity, imagination, principle and resolution.

We take tremendous pride in maintaining a dedicated team of staff and we seek to employ people of the highest calibre. Our experienced Board of Directors is committed to ensuring all students are provided with the very best opportunities and potential for growth.

2. STUDENT SAFETY STATEMENT

Ballarat Grammar maintains a zero-tolerance approach to all forms of child abuse and actively implements measures to identify and manage any risks of harm to students within our school environment. The care, safety and wellbeing of children and young people are central and fundamental responsibilities of the School.

We are firmly committed to fostering a child-safe culture that provides an environment where students are safe and feel safe, where their participation is valued, their views respected, and their voices heard in decisions that affect their lives. Ballarat Grammar values diversity and strictly prohibits any racist or discriminatory practices.

All members of our school community share the responsibility to care for children and young people by promptly raising any concerns regarding their safety, promoting their wellbeing, and protecting them from all forms of harm or abuse.

As a Child Safe Organisation, employment with Ballarat Grammar is subject to current and satisfactory:

- National (and international, where relevant) police check, and
- Working with Children Check, and/or
- Victorian Institute of Teaching registration

3. BALLARAT GRAMMAR VALUES

With its Christian ethos and heritage of liberal education, the School promotes the following values in all of its endeavours;

Integrity

We act morally and ethically, seeking the truth and treating others with consideration and respect.

Aspiration

We pursue excellence, in learning and in life.

Courage

We seek justice and the common good, leading with humility and persevering in adversity.

Compassion

We show kindness and embrace diversity, committing to global awareness and understanding.

Responsibility

We take responsibility for our actions, serving our communities and acting as stewards of the environment.

Hope

We share times of joy and live with hope in life's challenges, ever grateful for the richness of human experience.

For those to whom much is given will much be required – Luke 12:48

4. POSITION CONTEXT

The Boarding Community at Ballarat Grammar is comprised of five Boarding Houses and over 270 boarding students ranging from Years 7 – 12. Each House has a residential Head of House and Assistant Head of House. There are also other residential and non-residential support staff engaged to assist students.

5. POSITION PURPOSE

To key focus of this position is to provide active supervision and pastoral care to students who reside within the Boarding House.



6. ORGANISATIONAL RELATIONSHIPS

Reports to:	Head of Boarding House Assistant Head of Boarding House Then to Head of Boarding Ultimately, all positions report to the Principal
Direct Reports:	Nil
Internal Relationships:	All boarding staff Teaching staff Pastoral Care and Wellbeing staff Health Centre staff All BGS staff
External Relationships:	Students Student families

7. KEY RESPONSIBILITIES

Pastoral Care

- Actively build and develop rapport with students within the Boarding House.
- Foster a supportive and engaging environment for all students in the Boarding House, with a strong focus on wellbeing.
- Run activities and recreational pursuits in the Boarding House that foster a sense of connection and common interests, for example baking, sewing, non-organised sport.
- Identify any changes in student behaviours or engagement levels, that may indicate other issues (for example, homesickness).
- Liaise with Health Centre staff and/or the Student Care and Wellbeing team to ensure any health and/or wellbeing matters are addressed.
- Ensure students are attending designated meal times in the Boarding House or in the Dining Hall, and encourage positive eating behaviours.
- Facilitate the collection of food essentials for the Boarding House.
- Assist students to maintain behaviour and personal responsibility expectations.
- Monitor student use of technology and social media to ensure house guidelines are being adhered to.
- Actively support and show genuine interest in students' extra-curricular and academic pursuits.
- Positively contribute to the culture of the House so that the house feels welcoming and homely.
- Be a role model for students at all times.
- Triage and report any sensitive, confidential or wellbeing information relating to students to Head of Boarding House/Assistant Head of Boarding House, and other Boarding staff, where required.

Operational

- Provide active supervision for Boarding house students.
- Maintain daily Sign In, Sign Out and leave protocols. Ensuring that staff are aware where students are at all times.
- Ensure that students maintain clean, safe and respectful spaces within the Boarding House.
- Assist students with general house duties, including tidying, basic cleaning and laundry.



- Maintain strong and effective communication channels within the Boarding Houses, including with students and their families.
- Actively maintain communication processes and procedures with the Head of Boarding House/Assistant Head of Boarding House, and other Boarding staff, where required.
- Ensure that students are aware of and adhere to the Boarding House daily schedule.
- Lodge duty reports at the end of every shift.
- Report any health, safety and security risks, including completing incident and mandatory reporting.
- Ensures evacuation and containment procedures are followed in case of emergency.
- Ensure students are appropriately dressed, courteous and respectful.

Other

- Actively engage in Whole Staff Professional Learning Days, to develop professionally with colleagues, receive consistent and up-to-date training, especially in relation to pastoral care and wellbeing.
- Other duties as requested by the Principal.

8. PERSON SPECIFICATIONS

Qualifications and Certificates

- Current First Aid Certificate, including:
 - HLTAID009 Provide cardiopulmonary resuscitation
 - HLTAID010 Provide basic emergency life support
 - HLTAID011 Provide First Aid
- Anaphylaxis Management Certificate (22578VIC Course in First Aid Management of Anaphylaxis)
- Asthma Emergency Management Certificate (22556VIC Course in the Management of Asthma Risks and Emergencies in the Workplace)

Knowledge and Experience

- An understanding of the wellbeing needs of young people.
- Experience supervising and supporting young people.
- Experience working in a supervisory role within a Boarding House, ideal.

Skills and Attributes

- Ability to demonstrate and authentically promote Ballarat Grammar's values.
- Ability to maintain confidentiality, to the highest level.
- Ability to actively adhere to and promote the School's Student Safety and Wellbeing Standards.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills, including the ability to display compassion, patience and flexibility.
- A proven ability to work effectively, constructively and collaboratively within a team.
- Be highly motivated with the ability to display initiative.
- Ability to do incidental physical tasks such as cleaning and tidying.
- Ability to participate in recreational activities such as baking or non-organised sport.

Accountability

- Undertake work and duties under limited direction and with integrity.
- Work to timeframes and within relevant delegations of authority.
- Actively engage in reflective practice and a culture of continuous learning and development.



- Participate in supervision with your responsible manager and actively lead your own professional development in line with the organisational objectives and those set with your manager.
- The Principal and Head of Boarding are available for guidance and advice.

This position is subject to review and may change in accordance with Ballarat Grammar's operational, service and consumer requirements.

9. APPOINTED EMPLOYEE:

Please sign and date to acknowledge that you have read, understood and accept the contents of this Position Description:

Full Name: _____

Signature: _____

Date: _____

