



POSITION DESCRIPTION

Title:	Resident Boarding Assistant
Department:	Boarding Staff
Location:	Senior Campus

Our Intent

Xavier College aspires to be world-class in all that we do. We strive to form exceptional graduates through inspiring learning experiences and our distinct Jesuit character. The individual is expected to align their actions with the Intent, our Graduate qualities and the Pillars in the Xavier College Strategic Plan **XC150**.

Our Position

The Xavier College Boarding House prides itself on creating a community based on Catholic values, where students and staff forge lasting bonds and where every student experiences a broad and challenging program in a small Boarding House setting.

At Xavier College we will strive to engender a love of learning that will last long after graduation from the College. We do this by providing a caring community within which boys from Years 9 to 12 are encouraged to develop personal leadership skills, to become responsible members of the community, to strive for excellence and to become 'men for others'.

The Resident Boarding Assistant will make a significant contribution in creating a positive environment and providing supervision and care for boarding students.

All staff are required to acknowledge their commitment to the Xavier College Child Protection Guidelines and, in your role, it is a requirement that you ensure the wellbeing and protection of every child in the care of the College.

Core Duties and Responsibilities

- Supervision on at least two shifts per week which involves supervision of students during study periods, meals/dinner and sporting activities.
- Supervision on 9 (6hr) weekend shifts per term
- Attendance at Boarding staff meetings
- Provide a safe and secure environment to all students while fostering the Catholic ethos of the College.
- Fostering quality relationships with boarding students in supervising and monitoring their general routines
- Developing a rapport with boarding students as individuals
- Be responsible for the safety and well-being of students on shift which enables best practice of operations and adherence to College and community expectations.
- Perform any necessary administrative duties including appropriate reporting and documenting of student behaviours and concerns for welfare.
- Proven awareness of Indigenous and cross cultural community needs and sensitivities related to working in a cross cultural environment.
- Providing academic assistance during prep ensuring all homework and assignments are completed.
- Ensuring students sign in and out when they leave or enter the Boarding House as required.
- Be available to work across a roster that includes mornings, evenings and weekends including a separate after-hours on call roster.
- Providing a safe and secure environment to all students while fostering the Catholic ethos of the College.
- Fostering quality relationships with boarding students in supervising and monitoring their general routines.
- Developing a rapport with boarding students as individuals.
- Responsibility for the safety and well-being of students on shift which enables best practice of operations and adherence to College and community expectations.
- Performing any necessary administrative duties including appropriate reporting and documenting of student behaviours and concerns for welfare.
- Proven awareness of Indigenous and cross-cultural community needs and sensitivities related to working in a cross-cultural environment.
- Providing academic assistance during prep ensuring all homework and assignments are completed.
- Ensuring students sign in and out when they leave or enter the Boarding House as required.
- Availability to work across a roster that includes mornings, evenings and weekends including a separate after-hours on call roster.
- Attendance at Boarding staff meetings.

Selection Criteria

- A strong commitment to the pastoral care of students
- Demonstrated ability to be a positive role-model at all times
- Demonstrated ability to act with and foster collaboration and effective teamwork
- Exceptional organisational, administrative and operational skills
- Demonstrated knowledge of and commitment to child safety and the Child Safe Standards
- Proven ability to communicate effectively and politely with students, parents, school staff and members of the public.
- Ability to work in a dynamic environment that requires self-direction, team-orientation and

the ability to effectively handle pressure in a manner consistent with Ignatian values

- Availability to work across a roster that includes mornings, evenings and weekends, including a separate after-hours on-call roster
- Flexibility and willingness to co-operate with additional tasks, as requested by the Head of Boarding

Compliance Requirements

In this role, you are required to be fully aware and accepting of the College's Child Protection & Safety program and ensure the wellbeing and protection of every child in our care.

- Current Victorian Working with Children Check
- Australian Childhood Foundation "Safeguarding Children" online module
- DET Mandatory Reporting and Other Obligations Training (annual update)
- Province Code of Conduct and acceptance of the Code (on appointment)
- Disability Standards for Education (DSE) online modules
- First Aid accreditation including CPR, Anaphylaxis, Asthma Management (training can be provided)

Other Duties

The nature of the position is such that the Resident Boarding Assistant will be required to be available outside normal school hours and be available to attend College events as might be relevant.

Terms and Conditions

Reporting Line:	The Resident Boarding Assistant will report directly to the Head of Boarding. Ultimately all staff are responsible to the Principal and the Rector.
Review:	Yearly professional growth objectives and review
Location:	Senior Campus, Kew

All other terms and conditions as per the Xavier College Enterprise Agreement 2016.