



POSITION DESCRIPTION

Title	Residential Boarding Assistant
Department	Boarding Staff
Reporting	Head of Boarding
Location	Senior Campus, Kew

Our Intent Xavier College aspires to form exceptional graduates through inspiring learning experiences and our distinct Jesuit character. The individual is expected to align their actions and leadership 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 Residential Boarding Assistant will make a significant contribution in creating a positive environment and providing supervision and care for boarding students.

In this regard, the Residential Boarding Assistant supports the characteristics of Jesuit Education through their manner and personal concern for the care of each individual on the campus and across the Xavier Family. The Residential Boarding Assistant understands their important contribution to the College’s Intent and educational mission, and with this, the care and safety of all students in accord with the highest standards of child safety and upholding an exceptional child safe culture at the College.

**Core Duties
and
Responsibilities**

- Commitment to the care and safety of all students in accord with the highest standards of child safety and upholding an exceptional child safe culture at the College.
- Supervise on at least two (5hr) shifts per week which involves supervision of students during study periods, meals/dinner and sporting activities.
- 9 (5hr) weekend shifts per term
- Attend at Boarding staff meetings
- Provide a safe and secure environment to all students while fostering the Catholic ethos of the College.
- Foster quality relationships with boarding students in supervising and monitoring their general routines
- Develop a rapport with boarding students as individuals
- Take responsibility 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.
- Provide academic assistance during prep ensuring all homework and assignments are completed.
- Ensure 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.

Selection Criteria

- Demonstrated ability to be a positive role-model at all times
- Flexibility and willingness to co-operate with additional tasks, as requested by the Head of Boarding
- 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
- A strong commitment to the pastoral care of children, working in and contributing to the ethos of a Jesuit school

Compliance Requirements

- Working With Children Check 'E' card
- 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)
- First Aid accreditation including CPR, Anaphylaxis, Asthma Management

Other Duties

The nature of the position is such that the Residential 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 Residential Boarding Assistant reports directly to the Head of Boarding. All staff are responsible to the Rector and the Principal.

Review: Yearly professional growth objectives and review

Location: Senior Campus, Kew

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