

BOARDING ASSISTANT

POSITION DESCRIPTION

Monivae College, a school of the Missionaries of the Sacred Heart (MSC), is committed to the provision of excellent educational opportunities for its students within the context of Catholic and MSC values, and to the provision of care for students who live away from home to pursue their education.

We value truth, learning and respect for the individual as essential features of the education process. In the search for truth, Monivae encourages students to integrate faith with life. As an MSC College, we strive to follow the vision of Jules Chevalier, Founder of the MSC, who wanted to make known the Gospel message of God's love and to evoke a response in every human heart. Our Ethos reflects the charism of the Order, which provides the foundation of the *MSC Vision in Education*.

ROLE OF THE BOARDING ASSISTANT

Boarding Assistants appointed by and act under the direction of the Principal, through the Head of Boarding. The Head of Boarding is responsible for the day to day management of the boarding staff and students. The Boarding community at Monivae College therefore aims to provide a supportive and safe community environment for staff and students which is characterised by the core values of care and compassion, safety and support and respect and trust.

DUTY STATEMENT

Boarding Assistants are required to provide high quality care to students through undertaking the following responsibilities:

- Demonstrating diligence in "duty of care" of students in the house and in the boarding community in general.
- Being a team member of the boarding staff, maintaining loyalty, confidence, respect and support for one another and for the team.
- Supervising and caring for young people.
- Establishing home/school partnerships which support the raising of young people.
- Maintaining appropriate channels of communication between students, parents, boarding staff and teaching staff.
- Acting and working in a professional manner within the boarding community.
- Establishing and maintaining a home environment for young people within the community.
- Maintaining a supportive study environment in accord with the College's expectations.

- Fostering in young people a positive attitude to life and the development of self-esteem and confidence.
- Counselling, guiding and supporting young people as they grow and develop.
- Developing and maintaining skills and knowledge concerning adolescent growth and development, counselling skills and current trends in boarding.
- Maintaining a continuous improvement focus to one's work and personal growth.
- General Administration as required by the Head of Boarding and the Head of House.
- Assisting in the implementation of College Policies and Values as they relate to the Boarding experience.
- Taking responsibility for the Boarding House when on duty including the welfare of all boarders and monitoring security arrangements.
- Communicating and monitoring expectations and general guidelines in relation to boarding student behaviour.
- Maintaining behavioural guidelines in keeping with boarding philosophy and in consultation with the Head of Boarding.
- Ensure appropriate discipline measures in the Boarding House and when necessary, defer to the Head of Boarding.
- Keeping good records of student behaviour on the student database.

Boarding Assistants at Monivae are required to carry out the following duties:

- Report student distress, safety concerns or health issues to the appropriate person without delay.
- Address bullying incidents immediately when they come to your attention.
- Be available to students who call you in illness, distress or because of other concerns.
- Participate in all appropriate boarding house activities and outings.
- Supervise students as required on roster.
- Anticipate student behaviour and act quickly to prevent incidents regarding safety and inappropriate behaviour.
- Monitor student health and hygiene issues, maintaining a tidy house, and appropriate standards of dress and appearance.
- Report unexplained absences without delay.
- Ensure that the correct school uniform is worn daily.
- Assist young people to follow routines and expectations about manners and behaviour in the dining room and Boarding Houses.
- Confront inappropriate use of language.
- Supervise the study and recreational activities of boarding students.
- Familiarise yourself with the detail of the “Boarding Handbook” and implement the instructions with good sense and compassion.
- Communicate effectively to all Boarding House staff and parents, where necessary.
- Approve leave arrangements for boarders in accordance with established policies.

- Liaise with the Head of Boarding in the provision of pastoral care to students.
- Monitor the security system throughout all areas of the Boarding House and advise the contracting companies as required.
- Supervise meal times as required by the roster.

Such other duties as may be required from time to time.

Boarding Assistants at Monivae College are required to demonstrate the following qualities and skills toward students in their care and one another:

- Sound moral and ethical behaviour.
- Respect and support for the Catholic Faith and the MSC Ethos.
- Effective communication and negotiation skills.
- Listening and counselling skills.
- A genuine interest in young people
- Appropriate student management skills
- Honesty, integrity and consistency
- Patience and understanding
- A positive outlook and the ability to motivate
- Reliability and diligence
- Appropriate appearance and dress standards
- Ability to work with and to lead teams
- Flexibility and adaptability in coping with a variety of situations

Key Selection Criteria

The successful applicant needs to be able to display the ability to:

- Experience in working with adolescents in a boarding school or school environment.
- Demonstrated ability to relate well to adolescents and to understand and respond to their needs.
- Tertiary qualifications in Education would be a distinct advantage.
- Level 2 First Aid Certificate (or equivalent) - preferable.
- Working with Children Check and willingness to obtain a Police check.
- Knowledge and understanding of the Child Protection regulations for Victoria
- Excellent interpersonal skills and the capacity to establish a good rapport with all members of the College community.
- Highly developed organisational skills.
- Strong communication skills, both written and verbal.
- Ability to think and work autonomously and in a team environment.
- Ability to be proactive and take initiative.
- Willingness to uphold the ethos and values of the College at all times.

The College reserves the right to alter the position description at any time to reflect emerging priorities and needs at that point in time.