



# TARA

Anglican School for Girls

<b>POSITION TITLE:</b>	Assistant Head of Boarding
<b>DEPARTMENTS:</b>	Eggleton House (Tara Boarding House)
<b>LOCATION:</b>	Masons Drive, North Parramatta NSW 2151
<b>THIS POSITION REPORTS TO:</b>	Director of Boarding All positions ultimately report to the Principal
<b>CO-ORDINATES WITH:</b>	Eggleton House Staff
<b>AWARD/AGREEMENT RELATIONSHIP:</b>	Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2017
<b>SPECIAL CONDITIONS:</b>	Permanent position Monday to Friday with some weekends. Hours to be advised. Term Time only Supportive of the School's Christian aims and ethos

## WHAT IS THE FUNDAMENTAL PURPOSE OF THE JOB?

The Assistant Head of Boarding will provide support to the Director of Boarding in the Boarding House and ensure that students are appropriately cared for.

## KEY RESULT AREAS AND PERFORMANCE CRITERIA

### Specific Responsibilities

- Manage the day to day running of the Boarding House
- Represent the Director of Boarding in her absence
- Assist in the development of programs to address behavioural issues and promote positive wellbeing
- Quality management of policies to ensure that Eggleton House complies with all relevant bodies
- Responsible for the orientation and wellbeing of new boarders
- Responsible for the maintenance of records
- Any other duties required by the Director of Boarding

### Experience and Qualifications

- Degree or certificate qualifications in Education, Social Work, Community Work or Psychology or demonstrate equivalent experience or knowledge
- Experience working with young women
- Police Check and WWCC
- Senior First Aid
- Bronze Medallion
- ABSA's Duty of Care Workshops Book 1 and 2
- Experience with Microsoft Office and performing general administration tasks

### Personal Requirements

- Be able to work with students from a diverse range of cultural backgrounds and of different ages and abilities
- Contribute to a loving and caring environment for young girls and be able to respond appropriately to complex pastoral care and mental health concerns
- Excellent communication and organisational skills
- Demonstrate flexibility
- Be able to plan, organise and think creatively to solve problems



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## General Boarding

- Managing the day to day running of the Boarding House
- Supervision and support of junior staff
- Supporting senior staff in maintaining daily routine
- Monitoring the whereabouts of all students at all times and any visitors entering or leaving the Boarding House
- Administering medications and first aid
- Responsible for evacuating and accounting for students in emergency situations
- Providing support and assistance to the Academic Assistant
- Running a mentor group and supporting them in their daily lives
- Organising events and programs to promote positive relationships and habits in the Boarding House
- When on overnight duty, ensuring the building is secure and alarms are turned on
- Supervising students on outings
- Contacting the Director of Boarding of any concerns and meeting with her on a regular basis
- Performing the duties of the Director of Boarding when on call or when the Director of Boarding is unavailable

## Administration

- General data entry including maintaining records, archiving and managing leaves
- Managing Reach and its functions including leave, meal numbers, whereabouts of students and pastoral care aspects
- Organising petty cash and cash transactions for boarders
- Liaising with administration staff in other areas of the School on matters pertaining to boarding
- Managing end of term and beginning of term travel arrangements
- Liaising with boarders and boarding families where required
- Maintaining the boarders' supply, such as stockings and pads

All Tara staff are expected to be committed to the overall life of the School, willing to participate in the School's extracurricular program and supportive of its Christian ethos. Tara is a non-smoking workplace.

For more information about Tara, visit [www.tara.nsw.edu.au](http://www.tara.nsw.edu.au)

Application, including full CV, cover letter, academic transcripts and details of three referees, should be sent to:

### **The Director of Policy, Compliance and Human Resources**

Tara Anglican School for Girls  
Masons Drive  
North Parramatta NSW 2151

**By Tuesday 26 November 2019**

Phone: 02 9630 6655

Email: [employment@tara.nsw.edu.au](mailto:employment@tara.nsw.edu.au)

*Employment will be subject to providing evidence of a current and valid Working with Children Check*