

Position Description

Duty Staff - Boarding
The Armidale School



TAS
THE ARMIDALE
SCHOOL

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The Armidale School ('TAS') is a co-educational Anglican boarding and day school with a Junior School (Pre-Kindergarten to Year 5), Middle School (Year 6-8), and Senior School (Year 9-12). The School has an enrolment of approximately 680 students, including over 240 boarders.

TAS values and actively pursues individual academic performance and effort, but a TAS education is a comprehensive one, presenting every student with the experiences that create character and resilience, promote creativity, initiative and leadership, and prepare them for life. We are proud of our history and traditions and membership of the GPS, yet at the same time we are liberal and progressive.

TAS staff are intrinsically involved in all aspects of the co-curricular program, allowing them to build greater understanding and rapport with each student.

Boarding at TAS

Throughout the history of the School, boarding has been central to the identity and success of the School as a whole and this remains the case today. Our 240 boarders comprise approximately half the secondary school population and many elements of school life are organised to support our boarding community.

Boarders currently reside in 6 boarding houses, all on campus and a short walk to teaching areas. Boy boarders in Years 6, 7 and 8 are accommodated in the Middle School House, White. In Year 9, male boarders move into one of the three senior houses, Abbott, Croft, and Tyrrell. All girl boarders from Years 6-8 currently reside in Dangar House and Years 9-12 in the new Girls' Boarding House. In 2024 Year, 9 Boarders will reside in Moyes House.

Position Overview

This position is required to undertake active supervisory duty and to assist with the day to day running of the house.

Key Result Areas:

- » Adhere to the TAS Residential Staff Handbook
- » Supervise students during recreation, study, meals and while in the house
- » Ensure standards of behaviour are maintained and redirect behaviour where necessary
- » Undertake day to day tasks as reasonably requested by the Head of House
- » Observe Duty of Care obligations to students in their care
- » Sleepover in the house when on night duty as rostered by the Head of House
- » By example, set the standard for manners, presentation and language
- » Conduct yourself professionally and maintain appropriate relationships and professional boundaries with students and staff at all times
- » Report serious offences to the Head of House for their follow up
- » Record anything of note in the End of Shift Report using the REACH boarding management system
- » Sign students out for approved leave and sign them in on their return using the REACH boarding management system
- » Conduct roll calls at intervals throughout the day to confirm the whereabouts of boarders using the REACH boarding management system and follow up any unexplained absences
- » Be familiar with emergency procedures within the house
- » Be a positive influence on boarders
- » Be aware of students' circumstances and report to the Head of House those who may be experiencing challenges
- » Be active and present while on duty
- » Ensure house routines are adhered to
- » Carry the duty phone and respond to calls from Head of House, other staff and parents
- » Arrange for the care of sick or injured students through the school Medical Centre, if the illness or injury is severe or life threatening, call an ambulance first

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- » Conduct a final bed check and ensure all are settled before departing at the end of an evening shift
 - » Regular formal and informal meetings with Director of Boarding and Head of House.
 - » Liaise with Medical Centre to ensure the medical kit is stocked and good records are kept of all medication administered to students.
 - » Follow up when students have attended the Medical Centre and pass on information to
 - » relevant staff and parents where required.
 - » Ensure student health issues are addressed and monitored, including communicating with parents.
 - » Other duties as reasonably requested and discussed with the Head of House and Director of Boarding.

Experience and Qualifications Required

You must have and maintain a paid, valid Working with Children's Check. You will also be required to complete a "Duty of Care" course where you will obtain your Certificate of Residential Care (at the School's expense).

Prior to commencing this role, all Residential Staff must attend an in-service day covering the following:

- » Duty of Care
- » Child Protection
- » Expectations & Responsibilities of Residential Staff
- » Duties of Residential Staff
- » House Staff Administration

You must also have a valid First Aid certificate. The School will arrange the required training for those without a valid certificate.

Expectations

As a Boarding Staff member, you must:

- » Be approachable and professional in all dealings with students, staff and parents
- » Have clear written and verbal communication skills and an attention to detail
- » Be proficient in the use of Information Technology
- » Be self-motivated and possess initiative
- » Be well presented at all times
- » Lead by example in your role

Judgement

As a TAS staff member, you will be required to: -

- » use all reasonable efforts to promote the interests of the School
- » serve the School faithfully and diligently to the best of your ability
- » always act in the School's best interests.

Confidentiality

Confidentiality is of paramount importance.

Due to the nature of the information regarding students, parents and their personal arrangements, it is imperative that a strict degree of confidentiality maintained at all times and in all cases.

Any discussions with regard to parents' personal information must be confined to the Principal, Deputy Principal, Director of Boarding and the Head of House.

Child Protection

The Armidale School is fully committed to the protection of children and young people during all School activities and environments both within and outside of school hours.

It is expected that all staff will:

- » Be aware of, understand and comply with the principles of the Child Protection and Mandatory Reporting requirements at all times;
- » Ensure adherence to the School's Child Protection Policies and demonstration of behaviours in accordance with these;
- » Undertake regular training and professional development in Child Protection;
- » Respond according to the School's policies and procedures when interacting with children, taking immediate and appropriate action towards all allegations and concerns;
- » all allegations and concerns very seriously;
- » Be committed to providing a safe environment for all children, promoting physical, emotional, and cultural safety.

Employment with The Armidale School is subject to school policies including, but not limited to:

1. The School Child Protection Policies (including Mandatory reporting and Working with Children's Checks Policy)
2. Staff Code of Conduct
3. Work Health & Safety
4. Bullying and Harassment

Reporting Relationships

This position ultimately reports to the Principal, however for all day to day matters the Director of Boarding.

Remuneration Package and Conditions

Salaries and conditions for the position are governed by the 'Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025 ('CMEA') or any instrument that replaces this CMEA.

In accordance with Child Protection legislation all people seeking child-related employment are required to complete a Working with Children Check clearance prior to employment at the School.

It is important to note that this document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document. All staff are expected to demonstrate behaviours that align with The Armidale Schools core values, Code of Conduct and Equal Employment Opportunity principles. The Position Description is subject to review and modification by the Principal in response to the changing needs of the School.

All applications must be submitted via Seek.

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