



POSITION DESCRIPTION	Senior Boarding Resident (Girls or Boys)	
Reports to:	Head of Boarding	
Classification:	Boarding House Employees Level 4	
Department:	Boarding Staff	
Location:	All Souls St Gabriels School	
Nature of employment:	Permanent - Term duration only	
Working arrangements:	Term Time only (Full time equivalent/annualised)	
Contact officer:	name:	Annabelle Costello
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About All Souls St Gabriels School

All Souls St Gabriels School (ASSG) is an independent, co-educational, Pre-prep to Year 12, day and boarding School in the Anglican tradition. The School caters to students from all over Queensland and the Northern Territory and is located in Charters Towers, 130km west of Townsville. Charters Towers is an educational hub hosting several well-established boarding Schools.

Schools Vision

All Souls St Gabriels School: Shaping students who seize opportunities and have the skills, knowledge and desire to contribute, lead and serve.

Schools Mission

To nurture young people in the development of their mind, body and spirit.

Schools Values

All Souls St Gabriels School prides themselves on a culture that supports our core values of integrity, respect, resilience and service.

About the Department

The Boarding team comprises several boarding staff who together with teaching and administrative staff form the All Souls St Gabriels School family. The School cares for approximately 230 boarders from many locations. The Head of Boarding, Senior Residents and relief boarding staff work together as a cohesive team to support the boarding



population and contribute to creation of a tight knit school community that recognises the individuality of each student. Senior Boarding staff are instrumental in providing an environment where all students are valued for their individuality and are supported to reach their potential.

The Position

The position will be based at All Souls St Gabriels School and the staff member is provided with accommodation, suitable for a family attached to the boarding facility. The role requires a person with strong interpersonal skills and the ability to communicate sensitively and effectively with young people from all levels within the School from Year 6 through to Senior Students in Year 12. The ability to alter communication style to suit situations that students find themselves in such as being disciplined, celebrating achievements, counselling and many other circumstances is a critical part of the role. Being able to build trusting relationships with students and their parents is integral to the role of Senior Resident.

Main Objectives of the Role

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1. Professional duties
2. Pastoral care of students
3. Developing and maintaining positive relationships
4. Effective and efficient administration
5. Meet Workplace Health & Safety obligations

What you will do

1. Professional Duties

- Ensure students are safe physically, emotionally, and mentally at all times
- Know and document the whereabouts of all boarders in your direct care
- Facilitate the leave procedure for students via Orah
- Ensure relief staff and students are made aware of procedure, expectations, and any subsequent changes within the Boarding House
- Contribute to a quality after school hours recreation and activities schedule in consultation with the Boarding Recreation and Activities Coordinator
- Provide quality pastoral care and discipline of boarders
- Take a proactive, positive approach to ensure student wellbeing is a priority
- Carry out appropriate actions to ensure the safety for all within the boarding community
- Give students the opportunity to express concerns and issues in a safe and private manner



- Provide appropriate support and actions to ensure that concerns are addressed with empathy, care, and diligence
- Provide relief staff with support in their roles
- Attend regular boarding staff meetings
- Assist Head of Enrolment with residential tours as required, where available
- Attend Chapel (which may include and not limited to), Anzac Day, Lady Day, All Souls Day and Valedictory/Mass of God Speed services and dinner when on duty

2. Pastoral Care of Students

- Take responsibility for the pastoral needs of students in the specific dormitory and support pastoral care across the wider boarding community
- Liaise with all stakeholders regarding the pastoral/learning needs of students
- Refer matters of concern in relation to students to the most appropriate person
- Attend and participate in the extra-curricular life of the School
- Build rapport with all individual students in your care
- Encourage the growth of self-esteem in each student
- Identifying academic and personal issues which are impacting on the growth and development of each student
- Contribute to the School's Pastoral Care Program
- Support student leaders (Seniors) in their role as mentors for younger students
- Support the growth of student leaders' qualities within the senior cohort
- Reinforce positive and respectful behaviours in students.

3. Developing and Maintaining Positive Relationships

- Work effectively and collegially as a member of the school team
- Exercise effective communication skills with students, colleagues, parents or guardians, and others
- Establish positive and effective relationships with staff and students, and encourage in them a positive and appropriate sense of self-worth
- Participate in partnerships with colleagues to reflect critically and constructively upon and improve School operations
- Maintain confidentiality regarding sensitive or private information about students, families, colleagues and the School
- Communicate information appropriately, when necessary, in the interests and well-being of the ASSG community.



4. Effective and Efficient Administration

- Complete administrative tasks accurately, according to necessary administrative deadlines, and maintain accurate records
- Ensure all student movement (leave requests, etc) are updated and recorded in the electronic leave system - ORAH
- Develop and maintain effective professional partnerships with other staff
- Attend staff briefings as required
- Record all distribution of medication accurately and in accordance with School policies.
- Ensure safe, secure processes are adhered to regarding student health and safety regarding medical and dental issues
- Prepare accurate and informative Student Reports that provide parents with relevant and accurate information regarding their child.
- Prepare 'The Phoenix' magazine annual boarding house report and submit within set timeframes
- Encourage an understanding of the Christian practices and values of the School
- Adhere to all School policies, procedures, guidelines and always apply the School Code of Conduct.

5. Meet Workplace Health & Safety obligations

- Strong understanding of the principles of Workplace Health & Safety as they apply in the School
- Ensure compliance with the School Workplace Health & Safety policy and all ASSG policies with specific focus on reporting and documenting of any WH&S situations, hazards, or risks.

Our ideal candidate

Personal Skills and Attributes

- Computer/IT skills for student management and communication purposes
- Strong well developed communication style
- Be concerned about the needs of students
- Have a high degree of competence and be highly organised
- Demonstrate a high degree of flexibility in his/her approach
- Be able to work collaboratively and build positive relationships
- Honesty and integrity
- Work collegiately with all other boarding and school staff
 - Be prepared to undertake additional professional development.



Mandatory

- Current Qld Blue Card
- Right to work in Australia
- First Aid Certificate (or ability to obtain)

Desirable

- Previous experience using ORAH Software would be an advantage
- Previous experience in a boarding or similar role
- Drivers Licence (LR Class)
- Bronze Medallion in life saving