

BOARDING HOUSE ASSISTANT (TUTOR)

Status	Casual
Commencement Date	April 2021
Position Reporting to	Head of Boarding
Immediate Colleagues	Boarding House Supervisors Boarding House Assistants (Tutors) International Student Coordinator EAL Teacher

The School:

Wilderness School is a non-denominational girls school educating students from Early Learning Centre through to Year 12. Since 1884, Wilderness School has prepared girls to be adventurous, courageous, responsible and respectful learners and leaders. The legacy of our Founders, the Misses Brown, continues today and is a rich and integral part of our School culture.

Staff members at Wilderness School are required to uphold the Values and the reputation of the School and community. Staff members are expected to show a commitment to:

- Conducting their relationships with respect and kindness;
- Demonstrating high behavioural, moral, ethical and professional work standards;
- Working together to successfully manage change.

Job Purpose:

The Boarding House Assistant plays a critical role in providing academic tutoring support to boarders whilst encouraging good study habits. In addition to providing assistance with school work, the Boarding House Assistant also helps to foster and maintain a positive and caring attitude amongst the boarders by responding to pastoral care matters, modelling and encouraging sensible and respectful behavior, and ensuring the safe wellbeing of the boarding students.

The Boarding House Assistant assists in managing the day to day operations of the Boarding House and supervision of boarders as well as provide support to the Senior Supervisor in response to an emergency or critical incident.

Key Areas of Responsibility:

Duties will include, but are not limited to: -

- Provide academic tutoring support to Year 7-12 boarders.
- Assist with daily routines, study and weekend activities of the Boarding students.
- Foster and maintain a positive and caring attitude amongst the boarders.
- Respond to pastoral care matters ensuring the safe wellbeing of the boarding students.
- Assist in managing the day to day operations of the Boarding House and supervision of boarders.
- Provide back up to the Senior Supervisor in response to an emergency or critical incident.
- Share the responsibility for the general good order of the Boarding House.

Qualifications, Skills and Experience:

Essential

- Excellent interpersonal skills and ability to provide advice and guidance to students.
- Ability to communicate with a range of key stakeholders.
- Proven capacity to operate in a respectful, collaborative, professional, timely, confident and discreet manner.
- Demonstrated capacity to foster independence, resilience, leadership and responsibility.
- Show initiative and work both independently and in a team.
- Evidence of ethical behaviour in all professional duties.
- Demonstrate reliability and flexibility around work times and duties.
- To model and encourage sensible and respectful behaviour.
- Competent within the field of STEM and strong mathematics ability to Year 12 level, or high level of proficiency in another area that aligns to the SACE offerings.

Desirable

- Experience in tutoring school aged students up to Year 12 level.

Special Conditions:

The Boarding House Assistant works primarily during school term time, however, when necessary and in consultation with the Head of Boarding, may be required to work outside normal hours.

The successful applicant will be required to undergo a Working with Children Check and adhere to the School's Child Protection Policy.

ACKNOWLEDGEMENT

I have received, reviewed and fully understand the position description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Employee Signature _____

Date ____ / ____ / 2021