



Pymble Ladies' College

POSITION DESCRIPTION

Title: Boarding Liaison Officer

Reports to: Deputy Director of Boarding

POSITION SUMMARY

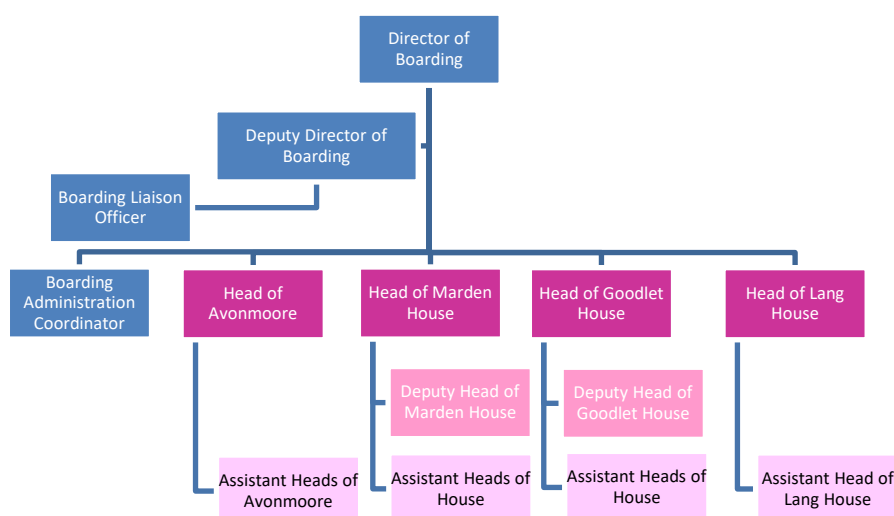
Boarding at *Pymble* is a unique experience which provides students from diverse backgrounds with a home away from home. Our aim is to create and sustain a warm and friendly, safe and secure environment for Boarders that supports active engagement in all aspects of College life.

The Boarding Liaison Officer has a clear passion for working with students in a residential setting. They are committed to the exemplary care and wellbeing of Boarders and are diligent in providing opportunities for them to maximise their Boarding experience. The Boarding Liaison Officer is integral to the effective administration of the Boarding Houses, with a focus on leave and travel. They work collaboratively to build a strong and connected Boarding community and maintain a reputation of excellence in Boarding.

The Boarding House Liaison Officer is responsible to the Director of Boarding and reports on a day to day basis to the Deputy Director of Boarding. Central to the role of Boarding Liaison Officer is the ability to provide flexible support for the operational aspects of the Boarding House to facilitate a strong wellbeing focus in a functional, consistent, safe and home-like environment. The Boarding Liaison Officer works across all four Boarding Houses to coordinate the leave program, transport, travel and, on occasion, assist with supervision of Boarders.

The Boarding House Liaison Officer will work 25 hours per week. Attendance is required during non-term time depending on the needs of the College. This includes, and is not limited to, the week preceding the start of the school year and the last two weekdays of each term break.

Boarding Organisation Structure



Core Job Role Accountabilities

1. **Provide exemplary care to facilitate the physical, emotional, spiritual, academic and social wellbeing of Boarders.**
 - 1.1 Foster a positive and resilient culture reflecting the five core values of the College: care, courage, integrity, respect and responsibility.
 - 1.2 Understand and respond accordingly to the Boarders' developmental stage in relation to their level of autonomy, decision making and time management.
 - 1.3 Sustain an atmosphere of care, support and respect by maintaining clear expectations for Boarders.
 - 1.4 Actively support the development of positive and productive relationships with Boarders and their families and key College personnel to support Boarders in achieving their potential in all aspects of school life.
 - 1.5 Demonstrate flexibility in supporting House staff in the care and supervision of Boarders.
 - 1.6 Inform the Director of Boarding and/or Deputy Director of Boarding of any significant concerns occurring during the course of duty.
 - 1.7 Support the Heads of House and the Boarding Administration Co-ordinator with administration and communication as required.

2. Manage the leave program and co-ordinate the travel arrangements for the Boarders

- 2.1 Consistently implement College and Boarding processes and policies to effectively implement the leave program, including approval of sport, appointment, weekend and end of term leave.
- 2.2 Consistently implement College and Boarding processes to organise transport to appointments and school sanctioned sport and events.
- 2.3 Collate consent forms and ensure that appropriate permissions are in place for each Boarder.
- 2.4 Ensure that all leave is appropriate for the age and stage of the Boarder and that all supervision requirements are being met and in line with the consent that parents have provided.
- 2.5 Arrange end and start of term travel for Boarders, including liaising with various Government bodies.
- 2.6 Provide weekend meal numbers to the Catering team by no later than Thursday 12.00pm each week.
- 2.7 Fulfil administrative tasks as requested in a timely and appropriate manner.

3. Communication

- 3.1 Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.

4. Risk and Compliance

- 4.1 Report directly to the Principal on any matters relating to child protection.
- 4.2 Consistently adhere to College policies and procedures, including the Risk Management, WHS, Child Protection and emergency response practices.

5. Professional Learning

- 5.1 In consultation with the Deputy Director of Boarding, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.

6. Other duties may be required from time to time

Position and Leadership Capabilities

- ***Accountability and Decisive Action***
You are committed to getting things done through making timely and well-considered decisions and bringing projects to a close.
- ***Interpersonal Effectiveness***
You are recognised for your insightful and empathetic approach which sees you connect authentically with staff across the College.
- ***Individual and People Leadership***
You demonstrate a highly inspirational outlook with high standards of performance for yourself and others.

Core Skills, Knowledge and Experience

- Demonstrated passion for working with students in a residential setting and dedication to supporting their physical, emotional, spiritual, academic and social needs.
- Willingness to support the ethos and values of the College.
- Knowledge of relevant legislation, standards and practices relevant to boarding.
- Outstanding communication skills.
- Excellent organisation and administrative skills.
- Willingness to be trained and use relevant software.
- Commitment to maintain boarding specific qualifications including Provide First Aid, Youth Mental Health First Aid, Duty of Care and Boarding Fundamentals.
- Commitment to maintain an unrestricted NSW Drivers Licence, with a willingness to drive Boarders to appointments using a College vehicle as required.
- Ability to develop positive and supportive relationships with Boarders, parents and staff and demonstrate interpersonal skills that will sustain quality relationships.
- Understanding of the requirements implicit in Duty of Care and ability to support the expectations of the College in relation to the care of Boarders.