

Pymble Ladies' College

POSITION DESCRIPTION

Title:	Boarding Liaison Officer
Date updated:	March 2025
Reports to:	Deputy Director of Boarding

COLLEGE VALUES



Pymble Ladies' College has five core values which guide our behaviour and interactions with one another and affirm our commitment to the Christian heritage of Pymble Ladies' College and our identity as a school of the Uniting Church school in Australia. All roles, policies and procedures are underpinned by these values, and the expectation that students, staff, and the wider College community alike live our values every day.

CARE – I am kind to myself and others

COURAGE – I am open to new experiences to learn and grow

RESPONSIBILITY – I take ownership of my actions

RESPECT – I value diversity, my worth and the worth of others

INTEGRITY – I do the right thing, even when no one is watching

POSITION SUMMARY

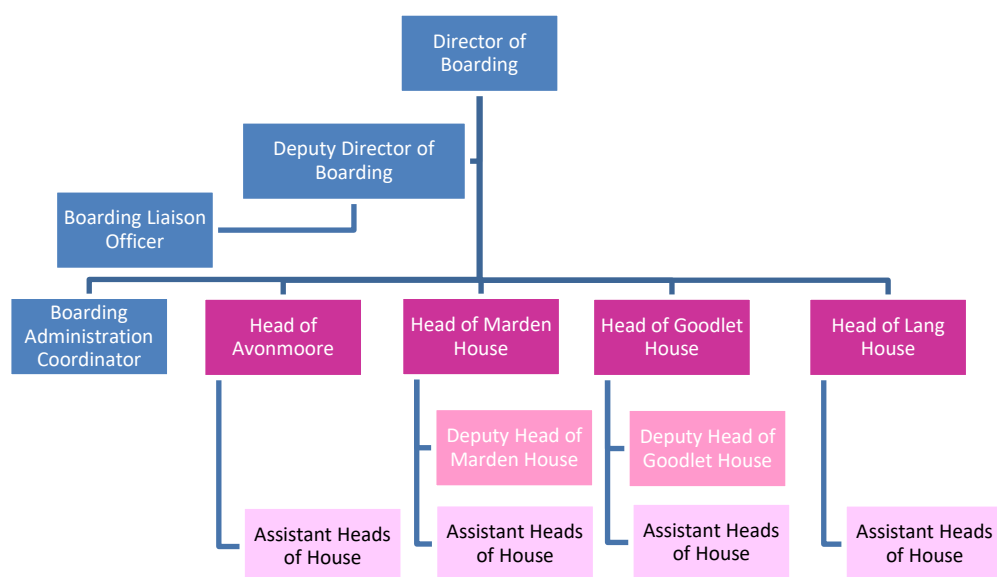
Boarding at Pymble is a unique experience which provides girls from diverse backgrounds with a home away from home. Our aim is to create and sustain a warm and friendly, safe and secure environment for girls that supports active engagement in all aspects of College life.

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. 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 Houses 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 co-ordinate the leave program, travel, transport and activity program for Boarders. The position also assists with general administration.

The Boarding House Liaison Officer works for 25 hours per week at times which reflect the needs of the Boarding community. 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:



ROLE ACCOUNTABILITIES

1. **Care - 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 Manage leave to 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 and College policies and procedures.

2. Administrative support - Provide effective administrative support to ensure the effective management of the Boarding school.

2.1 Work collegially with all staff with the common aim of maintaining a functional, consistent, safe and home-like environment for Boarders.

2.2 Support with administration and communication to ensure the effective functioning of the Boarding school.

2.3 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. This includes transport requirements and end of term travel for Boarders.

2.4 Provide administrative support to run the Boarding Live It, Love It, Learn It program.

2.5 Provide weekend meal numbers to the Catering team by no later than Thursday 12.00pm each week.

2.6 Fulfil administrative tasks as requested in a timely and appropriate manner.

2.7 Collate consent forms and ensure that appropriate permissions are in place for each Boarder.

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, importantly the Risk Management, WHS, Child Protection and our emergency response practices.

5. Professional Learning

5.1 In partnership with your manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.

6. Other duties that may be required from time to time.

PERSONAL CAPABILITIES

- Willingness to support and promote the ethos and values of the College.
- Ability to develop positive and enduring relationships with Boarders, parents/carers and staff.
- Demonstrated passion for working with students in a residential setting and dedication to supporting their physical, emotional, spiritual, academic and social needs.
- Excellent administration skills and willingness to master software programs including Excel, Deputy, Orah and Clipboard.
- Knowledge of relevant legislation, standards and practices relevant to boarding or the willingness to obtain.
- Commitment to maintain boarding specific qualifications as required by the College.
- 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.
- Unrestricted Drivers' license.