



# Pymble Ladies' College

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## POSITION DESCRIPTION

**Title:** GAP Staff (Boarding)

**Reports to:** Director of Boarding

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### ORGANISATION SUMMARY

Pymble Ladies' College is a K-12 Day and Boarding school of the Uniting Church in Australia committed to providing quality educational opportunities for girls within the context of the Church ethos. The College is non-selective and welcomes girls of Christian and non-Christian faiths. With over 2200 students and more than 800 employees, Pymble Ladies' College is a dynamic and progressive educational organisation.

One of the key elements of our strategic plan *Towards 2020: Striving for the highest* is the provision of a personalised education for all girls that is universally acknowledged for its quality, innovation and excellent opportunities. This is underpinned by a strong focus on the development of an innovative and relevant academic and co-curricular curriculum that reflects individual and unique strengths, interests and promotes the wellbeing of girls and young women.

### POSITION SUMMARY

The GAP Staff are accountable to the Director of Boarding through the House Supervisor in all aspects of the position. The GAP Staff support operational aspects of the Boarding House, operational and faculty areas to assist staff in ensuring that students are safe and supported in a strong pastoral environment.

### KEY RESPONSIBILITIES

1. **Demonstrate an understanding of student needs as they relate to supervision and care**
  - 1.1 Fulfill house duties as directed by the House Supervisor and Assistant House Supervisor
  - 1.2 Attend to all operational and administrative tasks in a timely and accurate manner
  - 1.3 Engage with students in a caring and appropriate manner.

## **2. Support school and Boarding policies and procedures**

- 2.1 Overtly support all policies and procedures relevant to the Boarding House. This specifically includes applying general Boarding House rules in a consistent and fair manner
- 2.2 Report and assist in the follow-up of any matters relating to the care and well-being of Boarders as requested by the House Supervisor
- 2.3 Report any maintenance problems or health and safety issues to the House Supervisor
- 2.4 Demonstrate the ability to implement standards and expectations for students in a caring and sensitive manner
- 2.5 Act professionally at all times as a member of staff ensuring that students understand the role of GAP staff as an employee of the College.

## **3. Contribute to an effective wellbeing environment for all Boarder students**

- 3.1 Assist the House staff to maintain the tone of a stable environment for Boarding students by performing duties in a professional, timely and calm manner
- 3.2 Develop a rapport with Boarding students as individuals and demonstrate support for all members of the boarding community
- 3.3 Respond immediately to any call for assistance from students and refer the matter to the House Supervisor / Assistant Supervisor.

## **4. Communication**

- 4.1 Conduct all communication with students, staff, parents and members of Pymble Ladies' College community and external entities in a professional and respectful manner
- 4.2 Contact the House Supervisor / Assistant immediately in response to any significant concern, issue or incident in the Boarding House
- 4.3 Ensure all written communication is courteous, professional, accurate and reflective of the professional standards of the College
- 4.4 Contribute towards the development of effective communication through developing positive and professional relationships with all staff.

## **5. Risk and Compliance**

- 5.1 Ensure that work undertaken is done within the policy of Risk Management and WHS practices;
- 5.2 Meet the expectations for safety in the workplace and report potential risk to the Director of Boarding
- 5.3 Remain informed about Emergency Response procedures and be capable of following and applying these should it become necessary
- 5.4 Report directly to the Principal on any matters relating to child protection
- 5.5 Consistently adhere to College policies and procedures.

## **6. Professional Learning**

- 6.1 Remain abreast of current and best practice standards in relation to Boarding
- 6.2 Participate in training programs that will enhance innovation and improve knowledge and skill, as suggested by the Director of Boarding.

## **7. Other duties may be required from time to time**

### **POSITION REQUIREMENTS / CAPABILITIES**

- Willingness to support the ethos and values of the College
- Ability to contribute to the development of a strong pastoral culture within the Boarding House
- A strong desire to work with students and contribute to the nurturing process
- Willingness to take direction and guidance from other House staff in learning about House duties and responsibilities
- Provision of effective support to the House Supervisor and key staff in the administration of the operational aspects of the Boarding House
- Ability to develop positive and supportive relationships with students, parents and staff and to 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 students
- Willingness to work productively and collaboratively as a member of a team

- Support for the expectations of duty times and rosters and willingness to be punctual and effective in the role while on duty
- Ability to communicate effectively and in a professional manner
- Demonstrated commitment to continuous improvement
- Willingness to actively participate in the College's coaching program and culture
- Ability to demonstrate professional conduct and discretion at all times.