



LA SALLE COLLEGE

ROLE DESCRIPTION

Boarding House Parent

---

ACCOUNTABLE TO:	Head of Boarding
EMPLOYMENT CONDITIONS:	The Roman Catholic Archbishop of Perth Non Teaching Staff Enterprise Bargaining Agreement 2014
LEVEL / STEP:	Boarding House Supervisors

---

### OUR FAITH AND LASALLIAN VALUES

#### **Faith | Excellence | Service**

As a College staff, we've been given the gift of nurturing the young minds and hearts of our students and helping them realise their value, individuality and the positive impact they can have on the lives of others. The teachings and values of Christ underpins everything we do, who we are, what we stand for and the actions we take.

Through our programs, teachings, behaviours and actions, we encourage our College community to discover more about the Catholic faith and inspire them to realise their best self and live not by their fears but by their hopes, not by their words but by their deeds.

#### ROLE OUTLINE

The Boarding House Parent is responsible for the supervision and guidance of residential high school students within the Boarding House. A number of these students are of Aboriginal descent and come from all over Western Australia.

The priority for the Boarding Parent, at all times, is that they act to ensure that the boarding house students are safe and nurtured in all that they undertake. The role includes helping the students adhere to set guidelines with regards to daily schedules, school attendance, meals, prep, and all leave arrangements over the course of the weekend. The Boarding Parent supervises the students during all out of school hours during school terms and provides pastoral care that aims to support and guide the wellbeing of students.

The Boarding House Parent contributes to the spiritual, personal, social and emotional development of students and undertakes other duties as directed by the Head of Boarding or Principal.

## KEY ACCOUNTABILITIES

### 1.0 CATHOLIC IDENTITY AND MISSION

- 1.1 Gives personal witness to Catholic values in their day-to-day duties and engages students, staff and the community in the mission of the College as a Catholic school
- 1.2 Seeks or maintains Accreditation to Work
- 1.3 Provides exemplary Christian and professional leadership for all members of the La Salle College Community
- 1.4 Supports the College's Catholic values through their participation in Sunday Liturgies and Prayer

### 2.0 BOARDING HOUSE PARENT

- 2.1 Cares for and supervises the students residing in the Boarding House, ensuring that students are safe and that their wellbeing is always the first priority
- 2.2 Provides a positive role model for students and supports their growth through the use of trauma-informed practises
- 2.3 Encourages a sense of responsibility and pride for Boarding in the students
- 2.4 Builds and maintains appropriate and positive relationships with students to ensure cooperation between students and staff members
- 2.5 Develops and communicates fair and appropriate behavioural boundaries for students
- 2.6 Monitors and encourages the personal, spiritual and social development of individual students
- 2.7 Maintains and supports house expectations in a consistent manner, i.e. collection of phones, lights out policies
- 2.8 Undertakes basic domestic chores such as laundry
- 2.9 Provides supervision to students while on outings and excursions
- 2.10 Refers to relevant student issues, requiring specialist support, to the Head of Boarding
- 2.11 Encourages an environment for learning and academic progress
- 2.12 Keeps the Head of Boarding informed of relevant issues pertaining to the welfare and progress of the boarders
- 2.13 Undertakes administration duties as required by the Head of Boarding during the course of the shift. This may include managing the reception area, answering phone calls and liaising with parents and visitors to the boarding house
- 2.14 Follows the lock up procedures for the boarding house each night and operates alarms in a precise and consistent manner
- 2.15 manages minor medical concerns including the issuing and recording of basic medication as required by the boarders
- 2.16 Ensures an ordered and well-maintained environment at all times within the boarding house
- 2.17 Completes comprehensive risk assessments and risk management off-site activities, in line with College procedures
- 2.18 Has sound understanding of and implements procedures to raise awareness for boarding students around personal security, serious incidents and resulting trauma, evacuations and lockdowns, emergencies, bullying and harassment; and grievances/complaints
- 2.19 Attends all staff meetings, professional development courses and days as requested by the Head of Boarding to fulfil the full requirements of your role. This requires set up and close down duties

before the beginning and after the end of each term

- 2.20 Driving of the school bus to activities and events
- 2.21 Reports any concerns to the Head of Boarding
- 2.22 Works with students to ensure a clean, ordered and well-maintained environment is maintained at all times within the boarding house
- 2.23 Maintains Boarding student records as required by the Head of Boarding or Principal

### 3.0 ENGAGING AND WORKING WITH THE COMMUNITY

- 3.1 Builds and maintains strong working partnerships with students, staff, parents and the wider community focused on student achievement, wellbeing, safety and resilience through structured effective communication and consultation
- 3.2 Understands the broader community within which the College resides and is aware of the cultural, social and political characteristics that inform the needs of students, families and carers and the challenges they face
- 3.3 Contributes to the development of a College environment that is welcoming, hospitable, life-giving and just

### 4.0 TRAINING AND DEVELOPMENT

- 4.1 Completes CEWA Child Protection Procedures (Mandatory Reporting) training and CEWA Code of Conduct training upon appointment and refresh this training at least annually
- 4.2 Completes regular training and guidance on how to adhere to requirements regarding healthy and respectful relationships with boarders
- 4.3 Undertakes and holds current CPR and applying general first aid certification
- 4.4 As requested, undertakes training related to:
  - anaphylaxis and allergic reactions;
  - asthma
  - diabetes
  - epilepsy
  - infection control
  - distribution of medication

## SELECTION CRITERIA

The individual appointed to the position of Boarding House Parent must:

### 1.0 EDUCATION/QUALIFICATIONS

#### Essential:

- Senior First Aid Certificate to be current at all times.
- Mandatory Reporting understanding and training (to be completed before appointment)
- School Teacher Aquatic Rescue Training (to be gained within the first 6 months of appointment)
- Current Working with Children Check and Nationally Coordinated Criminal History Check

#### Desirable

- MR Bus Licence with PTA Authorisation (to be gained within the first 6 months of appointment)
- ABSA Duty of Care Certificate (to be gained within the first 12 months of appointment)
- Aboriginal Youth Mental Health First Aid (to be gained within the first 12 months of appointment)

### 2.0 EXPERIENCE AND SKILLS

#### Essential

- Ability to communicate positively and effectively.
- Good administrative and computer literacy skills.
- Ability to work autonomously or collaboratively as part of a close-knit team.
- Ability to successfully manage a variety of diverse tasks in a busy home environment.

#### Desirable

- Prior experience in a boarding or school environment

### 3.0 PERSONAL QUALITIES

#### Essential

- Highly organised and self-motivated
- Awareness of and sensitivity to the spiritual and social needs of the Aboriginal Culture
- An interest and affinity in working with Indigenous students and their families
- A positive work ethic
- A patient and caring outlook
- Ability to live in residence during rostered shifts
- Ability to maintain confidentiality in line with College procedures

## DOCUMENT CONTROL

Version: 2.0 Reviewed: Nov 2023 Next Review: Nov 2024 Reviewed By: HR