



ROLE DESCRIPTION: Boarding Coordinator

PURPOSE OF POSITION

To create an atmosphere in the boarding school which fosters security, social connectedness and positive regard. Where each member of the community is enabled to fulfill her social, and academic potential in an atmosphere of freedom, justice and sincerity.

ORGANISATIONAL RELATIONSHIPS

This role reports to the Director of Boarding and is part of the Boarding School Team. This role requires regular contact with students, parents, other boarding staff and health professionals eg. Nurse and School Counsellors. There are no direct reports to this position.

KNOWLEDGE, SKILLS, EXPERIENCE AND PERSONAL CHARACTERISTICS

- Must have a current CPR and Apply First Aid Certificates (or be willing to obtain this credential)
- Must have a Duty of Care Certificate (or be willing to obtain this credential)
- Display passion, commitment, professionalism, integrity, knowledge, experience and expertise.
- Manage and co-ordinate the pastoral and academic care of the boarders in their care.
- Emotional intelligence in dealing with teenage girls.
- Reporting through blogging, social media, ICT skills

KEY RESPONSIBILITIES

- Leadership that inspires the boarders to serve with grace and honesty.
- Support and development of the schools values and culture in the boarding school
- Encouragement of growth and capacity in the boarders.
- Communication with all stakeholders in the care of the boarder.
- Effective communication with the parents of boarder in your care.
- Supervision of other staff in the boarding house.
- Attention to detail – being aware of the comings and goings of the girls in your care – Use of REACH system.

ALL EMPLOYEES

- Promotion of a positive safety culture in the school and compliance with the school's WHS policy, safe work procedures, instructions and rules, particularly in the correct use of equipment
- All employees at Loreto Normanhurst are expected to actively support the Catholic ethos of the school. This includes a commitment to the school's mission statement and Loreto values.

March 2019

