St Paul's College is a Lutheran school, which aims to encourage and support students, informed and sustained by the word of God, to develop their God-given talents so that they may shape and enrich their world.

St Paul's College began with a community wanting a Christian secondary school education for their children. St Paul's was established in the conviction that “unless the Lord builds the house, its builders labour in vain” (Psalm 127:1). This means the “the gospel of Jesus Christ must inform all learning, teaching, human relationships and activities so that young people can be prepared for their fullest and best lives” (Werner Hebart – Founding Headmaster)

Our Vision
“Unless the Lord builds the house, its builders labour in vain”

Our Mission
To provide an education that is complete, distinctive and of quality by:
- Promoting and nurturing Christian faith.
- Educating students in body, mind and soul.
- Developing excellence in each child.
- Actively demonstrating that each person is of worth and dignity.
- Equipping students to be good citizens of St Paul's and their communities.

Position Objective
This role encompasses the responsibility for the overall running of the Boys' Boarding House. This includes the academic and social progress of each student in the Boys' Boarding House, in liaison with the Director of Boarding, the maintenance of good staff management and parental communications, along with financial management and promotion of the Boys' Boarding House.

Selection Criteria and Key Characteristics

PERSONAL
- Ability to communicate and interact with boarders, staff and parents
- A demonstrated understanding of adolescent behaviour and caring for students in a residential environment
- A willingness to implement and uphold the values of St Paul's College
- Ability to motivate and sustain motivation of others
- High level of time management and ability to multitask
- An appreciation of the particular dynamics surrounding people living and working together

STUDENTS
- Foster harmonious community living in a homely environment
- Maintain accurate roll marking and record keeping requirements
- Monitor and be responsive to student movements at all times
- Assist boarders in all facets of school life with compassion and consistency
- Ensure all new boarders are well supported
• Provide homework support and seek additional assistance for students when necessary
• Monitor individual health and wellbeing of boarders, collaborating with the School Nurse and/or Director of Boarding to ensure ultimate support for students is provided
• Maintain an open approach to concerns, ensure that boarders feel they have been heard and that their concerns will be acted upon
• Monitor and encourage academic performance, liaising with academic staff as required
• Assist with the coordination and organisation of boarder activities
• Encourage boys to manage their responsibilities, develop life skills and promote individual self esteem

STAFF
• Apply appropriate levels of confidentiality when interacting with students, parents, staff and members of the community
• Maintain clear and regular communication between boarding staff members and provide support when needed
• Ensure that Director of Boarding is updated on all boarding matters regarding boarders, staff, routines etc.
• Assist in the induction and training of new staff
• Encourage and nurture the link between day staff, boarding staff and students
• Availability to supervise weekdays as well as flexibility to work split shifts, nights, weekends, public holidays and overnight stays

FACILITIES AND RESOURCES
• Frequently review Boarding House Policies and Procedure
• Maintain the physical condition of the Boarding House precinct and its surrounds
• Complete maintenance requests as required
• Ensure that all boarding houses are ready for the return of boarders each term

Other Duties
• Promote St Paul's College inside and outside the School community
• Voluntary attendance to major school events
• Sleepovers as required

Essential Competencies
• Knowledge of caring for students in residential care
• An understanding of the legal requirements involved in residential accommodation
• A clear understanding of The Australian Boarding Schools Association ‘Duty of Care’ guidelines
• Awareness of School structure, rules and procedures of both the day School and boarding house.

Workplace Health and Safety
Employees are responsible and accountable for:
• Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
• Active participation in activities associated with the management of workplace health and safety
• Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
• Correct utilisation of appropriate personal protective equipment
Mandatory Requirements
You are required to possess or obtain a working with children clearance. You must also have up to date First Aid training and be willing and able to undertake professional training and development activities in various areas including Child Protection, residential care and student welfare.

Acknowledgement
This job description has been developed to indicate the general nature and level of work performed by employees within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and requirements of employees assigned to the role. You will also be required to perform any other duties that the Director of Boarding may direct you to perform which could be reasonably considered relevant to the position.