



## Position Description

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**POSITION:** Houseparent  
**STATUS:** Boarding  
**TIME:** Permanent Part-time  
**LOCATION:** Boarding precinct (Myrniong campus)

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### **POSITION CONTEXT:**

The Hamilton and Alexandra College is a regional, co-educational day and boarding independent school in association with the Uniting Church. We are extremely proud of our strong history, traditional values, outstanding facilities and innovative educational programs. The College is widely recognised as the leading educational institution in the Western Victoria.

Our firm priority remains to be the best school for parents seeking academic success for their child. We have high expectations for all students in academic performance but we also promote the need for our young adults to develop a 'connectedness in life'. We aspire for our students to leave College with more than an ATAR score; indeed, our focus is to ensure well-balanced, motivated young people who are equipped with the skills and capacity to be the leaders and problem solvers of the 21st Century.

- Our Focus is: to seek the best for and from every student.
- Our Values focus on: Respect, Gratitude, Compassion, Resilience and Optimism.
- Our Commitment is: to improve outcomes for all students - in their levels of achievement and wellbeing.

Key to the achievement of this vision is the College's strategy of attracting and retaining the best people.

### **LINE MANAGEMENT:**

- Reports directly to the Director of Boarding

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**WWW.HAMILTONCOLLEGE.VIC.EDU.AU**

Senior School 1 Chaucer St Hamilton Vic 3300 E [reception@hamiltoncollege.vic.edu.au](mailto:reception@hamiltoncollege.vic.edu.au) P +613 5572 1355

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## **DUTIES AND RESPONSIBILITIES:**

### **Job Purpose:**

Under the direction of the Director of Boarding, the Houseparent is responsible for taking a full and active role in all aspects of the lives of boarders, in particular, Year 7 to 8 boarders. The Houseparent will work effectively with all of the Boarding staff team to create a supportive, safe and disciplined boarding environment, in which our boarders have the opportunity to develop and reach their personal potential across all areas of school life.

This is a strong team-based role that naturally requires exceptional teamwork and interpersonal communication skills.

### **Areas of Responsibility:**

#### **1.1 Pastoral Care**

- Act responsibly in the supervision, care and instruction of boarders, in particular our younger boarders.
- Assist and support new boarders to settle into the Boarding House environment, including actively involved in an introduction process.
- Develop positive and trusting relationships with students and all boarders and integrate with them on a regular basis.
- Be cognisant of the needs and individual differences of all boarders, including those from indigenous, international, and rural backgrounds.
- Liaise with Boarding staff and regularly update staff on important pastoral matters of Year 7 and 8 boarders.
- Act as a primary point of contact for the oversight and pastoral care of all Year 7 and 8 boarders.
- Monitor and assist with homework in prep sessions when on duty, check diaries weekly, take note of demerits and support boarders to achieve their academic potential.
- Manage the organisation of appropriate social and other activities for Year 7 to 8 boarders at least once a term.
- Assist with specific laundry requirements (e.g. dry-cleaning, shoes, clothing repairs, uniform, etc...)
- Assist with washing and room cleanliness (e.g. instructing how to use the laundry equipment).
- Encourage all boarders to engage in weekend sport or other worthwhile activities.
- Work with the Director of Boarding in delivering the *Boarders Life-skills Program* for Year 7-8 and interested boarders.

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## **1.2 Reporting**

- Assist the Director of Boarding with information on each Year 7 to 8 boarder and the end of each Term.

## **1.3 Work Health and Safety**

- Work with Boarding Leadership Team and Director of Boarding to maintain security of the boarding house with particular regard to health and safety issues.
- Facilitate a safe and supportive culture by contributing to a positive and respectful work environment compliant with the Occupational Health and Safety legislation, Equal Opportunity legislation and the College's policies and procedures.

## **1.4 Administration**

- Assist in the communication of events, activities or general happenings with Year 7 to 8 boarders to the wider community (e.g. newsletters, e-news, events).
- Assist the Director of Boarding work collaboratively to monitor Orah leave system.
- Ensure student medical records and administration of medicines are kept up-to-date when on shift and ensure confidentiality and privacy is maintained as required.

## **1.5 General Duties and Responsibilities**

- During duty shifts, and at other times, maintain an active presence in and around the dormitories and prep rooms in order to ensure the discipline and tone of the boarding house is effectively. On times when the boarding house is quiet, it is expected "other" duties are sought to contribute to the effective running of the House.

## **1.6 QUALIFICATIONS**

- All applicants must have up to date First Aid Training, and a current Working With Children's Check. Evidence of this should be attached to your application.
- Relevant qualifications, training or studies in the organisational and management practices in residential care as appropriate for the position; or willingness to undertake such studies.

## **1.7 PERSONAL ABILITIES/APTITUDES AND SKILLS**

- Excellent interpersonal skills, including an open, positive and friendly disposition and the ability to listen effectively and act upon advice.
- The ability to communicate and relate effectively to students, parents and members of the wider College community from a range of different age groups, experiences, and cultural and linguistic backgrounds, to ensure that their needs are met.
- A high degree of confidentiality, discretion and professional judgement.

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## **1.8 SALARY, TERMS AND CONDITIONS OF EMPLOYMENT:**

- The Houseparent role will be required to work 15 hours per week. The hours will be divided over the days of Sunday – Thursday. Preferably hours will be from 6:00pm to 9:00pm each night of Sunday-Thursday, however, these hours are negotiable.

## **GENERAL EMPLOYMENT REQUIREMENTS**

### **Child Safety**

The Hamilton & Alexandra College is a child safe environment. Our school actively promotes the safety and wellbeing of all students and all school staff members are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. The Hamilton and Alexandra College's Child Safe Code of Conduct is available on the school website. It will be a requirement to complete Complicespace Child Safe Training Modules on an annual basis.

### **Working with Children Check**

This offer of employment is conditional upon you supplying a current Working With Children Check (WWCC)

Your employment is conditional upon you maintaining a valid WWCC. In the event the WWCC is not maintained, then the School reserves the right to terminate your employment without notice

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## **APPLICATIONS**

**Due date:** Monday 8 May, 2023

**Send applications to:** [admin@hamiltoncollege.vic.edu.au](mailto:admin@hamiltoncollege.vic.edu.au)

Please include, a full CV and at least two day time referees.

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Authorised by the Director of Boarding – April 2023.

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