



MASTER/MISTRESS ON DUTY (MOD)

Casual
Commencing Term 1 2025

The Hamilton and Alexandra College is a regional, co-educational day and boarding independent school in association with the Uniting Church. We are an ambitious academic school that draws on our strong traditions to prepare students for confident futures. The College is widely recognised as the leading educational institution in Western Victoria.

- **Our Purpose:** We nurture locally so that students can excel globally.
- **Our Values:** Optimism, Compassion, Gratitude, Respect and Resilience.

At the College, we nurture academic opportunities. Key to achieving this vision is the College's strategy of attracting and retaining the best people.

This position reports directly to the Director of Boarding.

Position

Under the direction of the Director of Boarding, each MOD is responsible for taking a full and active role in all aspects of the House and working 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 strong team-based role naturally requires exceptional teamwork and interpersonal communication skills.

MODs supervise students with shifts varying in length from weeknights 6pm-8.30 am. Weekend day shift 9am-6pm or night shift 6pm-9am.

A Safe and Supportive Working Environment

All staff are expected to be involved in the school's co-curricular program. A mentor is appointed for all newly appointed staff at the College. Leadership and coaching opportunities exist for qualified applicants.

Hamilton and Alexandra College is a child-safe employer and is committed to the welfare and protection of children. All employees are required to comply with the College's Child Safety and Wellbeing Policy and Child Safety Code of Conduct. Applicants must hold a current Working with Children Check or be willing to obtain one.

WWW.HAMILTONCOLLEGE.VIC.EDU.AU

Senior and Middle Years 1 Chaucer St Hamilton Vic 3300 E reception@hamiltoncollege.vic.edu.au P +613 5572 1355

Junior School Cnr Kent Rd and McArthur St Hamilton Vic 3300 E jsreception@hamiltoncollege.vic.edu.au P +613 5571 1066

Postal Address PO Box 286 Hamilton Vic 3300

ABN 87 006 456 266 ACN 006 456 266

Purpose and Responsibilities

1.1. Basic duties:

- Be accountable for and be responsible for all boarders in the assigned Boarding House whilst on duty.
- Assist boarders in organising themselves to attend school and co-curricular commitments.
- Assist in the delivery of pastoral care programs organised and run through the House.
- To be aware of the medical needs of boarders in the House, administer and record medication provided to boarders whilst on duty under the instructions of the College nurse.
- To react accordingly to medical emergencies when required.
- Work closely with the Director of Boarding to create and foster a community environment that reflects the College values and a strong co-educational boarding house.
- Use appropriate communication channels to regularly record feedback about a shift and the operations of the boarding house (e.g. Orah).
- Communicate effectively with the Director of Boarding if compliance and/or risk management obligations are not met or suspected to be not met.
- Monitor the nutrition of the boarders when on duty when and where appropriate, liaise with the Director of Boarding and communicate any concerns about individuals or systems.
- Assist in the supervision of activities and events if and when required.

1.2. Pastoral Care

- Act responsibly in the supervision, care and instruction of boarders.
- Assist and support new boarders in settling into the House environment.
- Develop positive and trusting relationships with students and undertake informal 'check-ins' with them on a regular basis.
- Be cognisant of the needs and individual and cultural differences of all boarders, including those from Indigenous, international, and rural backgrounds, and those with additional learning needs (i.e. autism, ADHD, dyslexia, etc.).
- Liaise with the Director of Boarding and regularly update staff on important pastoral matters of boarders as they arise.
- Act as a primary point of contact for the oversight and pastoral care of the boarders whilst on shift.
- Liaise closely with the Director of Boarding regarding serious or complex matters and, where appropriate, write comprehensive reports on them.
- If and when directed, assist in the management and organisation of appropriate social and other activities for boarders during the term.
- Always sustain a professional distance with boarders whilst on shift, including in accordance with the College's social media policy and Child Safety regulations.



1.3. Work, Health and Safety

- Work with the Director of Boarding to maintain the security of the boarding house, particularly with regard to health and safety issues (e.g., locking up, setting alarms, etc....).
- Contribute to a safe and supportive culture with a positive and respectful work ethic that is compliant with the Occupational Health and Safety legislation, Equal Opportunity legislation, and the College's policies and procedures.
- Remain abreast of Duty of Care requirements as required (e.g. The National Boarding Standard AS 5725:2015).
- Ensure an awareness of child protection standards and child safe standards as mandated (Ministerial Order 1359), and appropriately report issues or suspected issues in accordance with training offered (e.g. Childsafe).

1.4. Administration

- Contribute to the practical daily functioning of the boarding house and contribute to the College meeting its obligations in relation to pastoral supervision and duty of care.
- Actively monitor the Orah leave system. This involves coordinating and approving leave requests during your shift, monitoring student leave during your shift, and liaising with the other MODs about incoming and outgoing boarders during the shift.
- Before your shift begins, be aware of essential messages, issues, and pastoral notes that are important for the care of the borderers.
- Take an accurate roll of the boarders during your shift at breakfast, brunch, lunch, afternoon tea, or dinner, whichever roll your shift coordinates with.
- If rostered on during a dinner shift, be actively on duty, monitoring the nutritional intake of boarders and reporting concerns to the Director of Boarding.
- Ensure student medical records and administration of medicines are kept up to date when on shift and that confidentiality and privacy are maintained as required.
- Assist the House Captains in administering the boarder duty rosters and Senior on Duty (SOD) roster.

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 calm.
- When the boarding house is quiet, it is expected "other" duties are sought to contribute to the effective running of the House; these will be provided by the Director of Boarding.

1.6. Staff Coordination and Professional Development

- Work closely with the Director of Boarding and other staff to ensure consistency and continuity of care, discipline and standards throughout the Boarding Houses.
- Identify and attend appropriate professional development to support ongoing professional standards, including targeted opportunities in line with the strategic plan of the Boarding precinct (e.g., Duty of Care workshops, Youth Mental Health First Aid).

1.7 Personal Abilities/Aptitudes and Skills

- All applicants must have a federal police check and have completed Child Safe Training and Basic First Aid Training. Evidence of this should be attached to your application.
- A current minimum Class Light Rigid License but preferred Medium rigid and willingness to drive boarders is desirable.
- 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.
- Demonstrated personal resilience, including working under pressure and managing stress.
- A high degree of confidentiality, discretion, and professional judgment.
- Flexible, approachable, and consistent in manner.
- Demonstrated ability to solve problems, manage conflict and constructively advise and assist colleagues and students.

Desirable

- Experience within a pastoral role with adolescents.

General Employment requirements

Child Safety

The Hamilton & Alexandra College is a child-safe environment. Our school actively promotes the safety and well-being 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 Compliance Child Safe Training Modules on an annual basis.

Working with Children Check

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

Your employment is conditional upon you maintaining a valid WWCC. If the WWCC is not maintained, the school reserves the right to terminate your employment without notice.



THE
HAMILTON
AND ALEXANDRA COLLEGE

CONFIDENT FUTURES

Applications

Applications should be submitted via email to admin@hamiltoncollege.vic.edu.au. Applications must include:

- a cover letter of no more than one page
- a current curriculum vitae
- the details of three professional referees.

Applications should be addressed to:

The Director of Boarding
Mr Andrew Monk
The Hamilton and Alexandra College

Shortlisted candidates will be invited to attend an interview.

After reference and child safety checks are completed, a verbal offer will be made to the preferred candidate. Once accepted, a written offer will follow.

Application due date: Monday, 9 December 2024 (*applications will be processed on receipt*)

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