



St Catherine's School
Sydney



Boarding House Coordinator
Permanent full-time



The history of St Catherine's

St Catherine's is Australia's oldest Anglican girls' school from Kindergarten to Year 12, catering for boarders from Year 7. Our purpose is to develop young women of character and intellect who are equipped to make their unique contribution to the world. For over 167 years we have welcomed all backgrounds, faiths and abilities, acknowledging that diversity enriches our community. At St Catherine's each girl discovers her passions and develops her skills within a beautiful environment that overlooks Sydney's iconic eastern suburbs beaches.

CV and letter of application should be addressed to Human Resources.

Please apply via seek by 2 February 2024.

Active support for the Christian character and purposes of the school is essential. All applicants are invited to upload a Ministers reference with their application.

This position requires the successful applicant to have a Working with Children Checkin accordance with the Child Protection (Working with Children) Act 2012.

Details of how to apply are available at www.ocg.nsw.gov.au



St Catherine's School, Sydney

Our identity

We are an Anglican school educating young women for life.

Our purpose

To develop young women of character and intellect who make their unique contribution to the world.

We value

Integrity • Courage • Relationships • Service.

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Primary purpose

Position: Boarding House Coordinator

Responsible to: The Headmistress

Reports to: Director of Boarding

Effective date: February 2023

Details: The boarding house coordinators work closely with all boarding house staff to ensure a safe, supportive and homely environment for the girls in their care.

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Major responsibilities

Active support for the Christian character and purposes of the school

- Attend assemblies and worship services that relate to boarders.
- Provide opportunities for students to engage in Christian activities in the boarding house in conjunction with the Chaplain.

Work closely with the Director of Boarding and boarding coordinators to ensure the wellbeing of boarding students

- Discuss any concerns regarding boarding students to the director of boarding.
- Be an advocate for the students in the boarding house.
- Work with the boarding coordinators and director of boarding to ensure that students are cared for and integrated in the boarding house and the school.
- Provide support and appropriate behavioural framework for each girl.
- For a child protection or reportable conduct issue, speak to the director of boarding or headmistress as a matter of urgency.

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Oversight of boarding activities

- Be available at the beginning of each term to welcome parents and girls back to school, particularly new parents.
- Work with other boarding staff to plan a coordinated program of boarding activities.
- Provide tutoring for boarding students when required.

Assist the boarding coordinators in providing a safe, positive and supportive environment for all boarding students

- Follow the relevant school and boarding house policies and procedures at all times, particularly in relation to child protection and student safety.
- Work positively and constructively with other staff members in order to be part of an effective team.
- Attend meetings and professional development as required.

Represent St Catherine's in the school and wider community. This may be by organising, speaking at, or attending functions

- Such as; school social functions, community events and boarding students' social events.

Uphold and promote high standards in all areas of endeavour.

Other duties

- To comply with the schools' policies and procedures as well as health and safety requirements
- To participate in any training when required
- Attend after hour meetings and events as required
- Warden responsibilities as required

Undertake other duties as required by the headmistress or her delegate

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Selection criteria

The success candidate will possess the following core competencies:

- Excellent communication and interpersonal skills
- Motivation, dedication and enthusiasm for student wellbeing
- Positivity and a high level of emotional intelligence
- Ability to work autonomously and proactively but also as part of a team
- Skills in problem solving, giving guidance and direction
- Ability to function effectively in a dynamic, creative environment
- Maintaining loyalty, confidentiality and support for the school
- Willingness to actively support the Christian ethos of the school.

Whilst boarding coordinators are allocated their own place of residence within the boarding house, it is only mandatory they sleep onsite when on duty (3-4 nights per week).

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Staff benefits

- Accreditation Support and Professional Learning Program
- Employee Assistance Program (EAP) counselling service
- Mentoring program for new academic staff
- Professional development workshops and seminars
- Annual research scholarships for academic and professional staff
- Microsoft computer for academic staff whilst employed at the school
- IT support provided by ICT Learning and Teaching Facilitators
- Free influenza vaccinations
- Staff Association membership includes invitations to social occasions
- Salary packaging and novated leases available through preferred suppliers
- Voluntary superannuation and option to nominate personal superannuation fund
- Use of the school's gym and aquatic facilities
- Access to school Research Centre (for borrowing books/DVDs/magazines)
- Access to school deli to order lunch daily

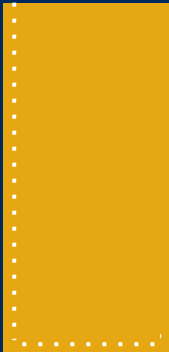
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 StCatherinesSchool

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 @StCatherinesSyd

 www.linkedin.com/school/st-catherine's-school_2/

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For more information visit

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