



## PRINCE ALFRED COLLEGE

### **Role Profile**

### **Senior Boarding Assistant – Activities Portfolio**

The broad aim of the position is to effectively coordinate, program and initiate our activities program for all students in the Boarding House at Prince Alfred College; to ensure quality outcomes and care for Boarding Students, whilst also supporting the general Boarding House community.

The position is also responsible for assisting as appropriate with the daily operations, reporting, student welfare, staff well-being and development. Additional responsibilities include communicating with parents, booking buses and venues, payment of accounts and collating data for boarding records.

The senior boarding assistant – Activities may be required to undertake other duties in accordance with the needs of students and the College, or at the request of the Director of Boarding.

#### **Reports to:**

Director of Boarding

#### **Specific responsibilities include the following:**

##### **1. General**

- Overall responsibility for oversight of our activities program and support for all students.
- Building the poster and REACH booking system each term in conjunction with senior boarding staff.
- Facilitate the booking of venues, buses and companies to support the program. Coordinate
- Support the operations of the Boarding community including the routine, good order, presentation and discipline of students.
- Complete at least two activities each weekend in accordance with the time allocation for the position and staff roster arrangements.
- Input to the strategic directions and overall management of the Boarding House, particularly through participation in Boarding Staff Meetings and activities.
- Support Boarders excursions, special events and other activities outside the regular school program.
- Opportunities to support supervision responsibility during the week.

##### **2. Administration**

- Ensuring that appropriate student participation records are maintained.
- Review and analysis of participation numbers and presentation of data to senior staff.
- Maintaining regular, high quality communication with relevant stakeholders such as staff, parents, and students, as required.
- Adhere to the College's workplace health and safety policies and procedures.

##### **3. Staff**

- Support teamwork in the Boarding House and lead by example.
- Participate in performance reviews and boarding specific professional development
- Undertaking appropriate Professional Development in key professional areas, in consultation with the Director of Boarding.

#### 4. Students

- Advising and informing other Boarding staff, and particularly the Director of Boarding, about relevant student matters.
- Providing opportunities for students to participate in a wide range of activities including adventure, sporting, social, artistic, cultural, service, life skills and qualifications.
- Preparing resources to assist with the promotion and advertising of the college to the wider community.
- Assisting with content for marketing and promotion of the college, through our publications – Facebook, Boarders Herald and school magazines.

**Time Allowance:**

12 hours per week allocation to take on the Activity Portfolio.

Either full time or part time

**Salary:**

As per Prince Alfred College Enterprise Agreement

**Tenure:**

Three year contract.

November, 2022