PRINCE ALFRED COLLEGE

Position Description

Position Title	Boarding House Assistant
Award/Agreement	Prince Alfred College Enterprise Agreement
Reporting Line	Director of Boarding
Direct Reports	Nil
Key Relationships	Assistant Director of Boarding, Boarding Assistants, Boarding Staff, Secondary School staff, boarders
Reviewed Date	November 2026

Role Purpose:

The role of the Boarding House Assistant is vital in providing a high degree of care to meet the needs of all boarders. A Boarding House Assistant must have a genuine interest in the holistic education of adolescent boys. They will have experience in working with youth, excellent personal organisation, the ability to work as a very effective team member and will role model all areas of life.

The Boarding House Assistants show initiative in supporting the positive tone of the Boarding House and the behaviour management of all boarders. Commitment, reliability, honesty, diligence, empathy, organisational and communication skills, and the capacity to build relationships based on mutual respect are some of the necessary characteristics for this position of responsibility. There is a legal responsibility to provide a duty of care. The standard for this duty of care is set by the Director of Boarding and guided by the various boarding guidelines and practices. The role requires a willingness to invest time and energy, which is rewarded by the boys and staff as one becomes part of the boarding community.

Key Responsibilities:

- Work with and assist the senior boarding staff member in the effective supervision and management of the boarders, while on duty;
- Assist with the management of the leave system and regularly communicate with the senior boarding staff member on duty;
- Help provide pastoral, academic, health and emotional care of all boarders; and
- Act as a role model and tutor for a specific group of boarders.
- To be mobile and actively engaged in constant and thorough supervision of the boys in and around the Boarding House and dining hall.
- To provide a high standard of care for all boarders.
- To always set an exemplary model of behaviour for all boarders.
- To assist in the behaviour management of boarders, including guiding boarders in making appropriate decisions and administering appropriate sanctions.
- To communicate all behaviour management concerns to the senior boarding staff member whilst on duty.
- To undertake all required tasks such as room tidiness checks, diary checks, monitoring meals, afternoon tea collection, distribution and monitoring.

- To ensure boys work diligently and conscientiously during homework and to provide academic support wherever possible.
- To ensure that all boys are in their rooms at the appropriate times throughout the evening or during the day on weekends.
- To ensure that the Boarding House is secure at the end of evening duties.
- To ensure that kitchens and wet areas are left tidy at all times.
- To assist in supervision of boarding school socials and other events, such as outings with girls' boarding schools and other weekend activities.
- To administer leave procedures, including liaising with the senior boarding staff member on duty, setting limits on leave and immediately forwarding concerns, such as late or missing boarders, to the senior boarding staff member on duty.
- To administer first aid and medical attention as required by boarders and to record all such events in the appropriate record books/folders.
- To report maintenance concerns to the senior boarding staff member on duty.
- To communicate effectively by phone, email and in writing, including answering calls when in the Boarding office and completing an incident report if required by a senior boarding staff member.
- To encourage and support the Boarding House Prefects in their duties.
- To be attune to the everyday needs of the boarders, particularly of the boys in the wing within which you are completing your shifts.
- To attend and give input to the weekly boarding staff meetings.
- To maintain detailed knowledge of emergency evacuation procedures in order to implement these speedily and effectively as part of any emergency response.
- To be actively involved in the College's co-curricular program (optional).

Compliance Requirements:

- Working With Children Check (mandatory)
- RRHAN Fundamentals (mandatory)
- RRHAN Masterclass (mandatory)
- Protective Practices (mandatory)
- Senior First Aid (mandatory)
- Every Boarding House Assistant must also complete the Australian Boarding Schools' Association Duty of Care Course Books 1 and 2 within 12 months of commencing employment at the College.