



BRISBANE GRAMMAR SCHOOL

A leading Australian day and boarding school (Years 5-12)

Residential Boarding Tutor Expressions of interest

Brisbane Grammar School is a non-denominational boys school of about 1700 students (Years 5-12) that overlooks the Brisbane CBD. The School maintains a strong tradition of academic excellence and operates extensive extracurricular and student wellbeing programs. The School is committed to the welfare and safety of students in its care.

Applicants for all positions must be eligible for a positive notice and a blue card through the Department of Justice and Attorney-General. Candidates must disclose any information relevant to their suitability to work with or around children.

In addition, all applicants should read and familiarise themselves with the School's **Recruitment and Selection Policy** and **Child Protection Policy and Child Risk Management Strategy** which can be accessed on the School's website at www.brisbanegrammar.com/About/Policies. Candidates must disclose any information relevant to their suitability to work with children.

Your privacy is important to us. The [Standard Collection Notice](#) (available on our website) sets out how your personal information will be collected, managed and protected when you apply for employment at Brisbane Grammar School.

Residential Boarding Tutors

Brisbane Grammar School is seeking expressions of interest for Residential Boarding Tutors for our Boarding Facility (Harlin House). No previous boarding experience is required, but those with an education background will already have skills that suit this role. A Residential Boarding Tutor is provided with accommodation (year-long) and meals (term time only) in return for one weekday evening shift and two weekend morning or afternoon/evening shifts (this is a Reportable Fringe Benefit).

Specific Duties:

You are required to perform the roles and duties applicable to your position as follows:

- Providing an active supervisory presence in Harlin House throughout the duty evening and whilst rostered on the weekend;
- Conducting the informal and formal Roll Call of boarders as required;
- Managing both local and home leave for boarders;
- Supervising the prep sessions held over the course of a weekend;
- Assisting students in their studies as required;
- Supervising recreation time and the use of Common Rooms;
- Being responsible for the bedtime routines of a floor within Harlin House in line with house protocol;
- Overseeing and supervising meal times, specifically Breakfast, Lunch Afternoon Tea, Dinner and Supper.

Mentoring Responsibilities (Boarder wellbeing):

- Managing the wellbeing of all boarders within Harlin House.

Behaviour Management:

- Ensuring that Harlin House routine and protocols are followed at all times;
- Ensuring that the school's Behaviour Management Policy is followed at all times;
- Adopting a proactive approach to concerns by working to detect problems and difficulties, advising the Director of Boarding or Head of Residence as appropriate.

Communication:

- Contributing to the Boarderline publication as requested;
- Contributing to the 'End of Shift' report system using the appropriate protocols.

Hours:

To work a total of nineteen and rostered hours per week that will include:

- One weekday evening from 9:00 pm until Midnight (3 hours); Two weekend morning or afternoon/evening shifts, on either Friday, Saturday or Sunday. (16 hours)

In addition, you will be expected to attend:

- Annual house functions, including
 - New boarder induction (January)
 - Start of year function (January)
 - Annual house dinner (July)
 - Boarder Support Group cocktail party (July)
 - Pre-Open Day function (August)
 - Pre-Formal reception (September)
 - Boarding valedictory (November)
 - House tutor meetings with the Director of Boarding and Head of Residence; (2 per term)
- Annual Workplace Health & Safety training.

Additional tasks as requested by the Head of Residence, Director of Boarding and/or the Headmaster.

To be considered, please submit:

- 1. A cover letter stating your suitability for the role**
- 2. A full CV** including:
 - a. The names, addresses and telephone numbers of two (2) recent professional referees.** One of these referees should be the applicant's most recent direct supervisor. The School also reserves the right to contact other persons who may have relevant knowledge of your qualifications and experience. Please see Section 6 of the School's [Recruitment and Selection Policy](#) for further information contact recruitment@brisbanegrammar.com to discuss any preferences regarding the timing of contact with referee(s).
 - b. Relevant Qualifications / Academic Transcripts** (Please provide evidence)
 - c. Photo Identification** (e.g. passport, or both sides of a Driver's License).
- 3. Expressions of interest via email** to recruitment@brisbanegrammar.com. Your *attachments are to be combined into one document (Word or PDF), and your email subject should be "First Name Surname – Residential Boarding Tutor"*

Only submissions adhering to all of the above will be considered..

For further information, please contact recruitment@brisbanegrammar.com.

Applications close:

4.00 pm Friday 30 November 2018.