

POSITION DESCRIPTION

Position name	Wellbeing Assistant
Classification	Boarding Supervision Services Grade 2.1 Scotch College Adelaide Enterprise Agreement 2004
Engagement	Casual
Line Manager	Director of Boarding
Key Relationships	The role will liaise closely with all boarding house students, parents, Director of Boarding and Boarding Leadership Team, Wellbeing Assistants, Academic Tutors and all other boarding house staff.

Our Mission:

Scotch College Adelaide is an ambitious and aspirational independent coeducational ELC – 12 College that exists to know, nurture and challenge all within its community.

We value courage, integrity, inclusivity and an unwavering focus on tomorrow in all that we do to prioritise extraordinary outcomes for the diverse student population entrusted to us. A Scotch education is grounded in a sophisticated understanding of ourselves and others; and it is our wellbeing promise that underpins our learning, character, co- curricular and service programs from ELC to Year 12.

Wellbeing is embedded in everything we do, and we want our staff to be:

- able to flourish be physically adept, mentally resilient, intrinsically motivated, highly skilled,
- practicing effective work life integration, and
- demonstrating an adaptive capability which will enable the College to confidently embrace disruption.

Rosevear Boarding House:

At Rosevear we strive to be one of the world’s best boarding experiences. Our accomplished team works with students, parents and the entire Scotch community to create a dynamic and progressive community. We value authentic, trusting and respectful relationships.

Position Objective:

The objective of Wellbeing Assistant is to support the wellbeing and safety of the boarding students by providing a nurturing home away from home environment. Ensuring consistent care and supervision during weekend, evening, overnight and morning periods and contributing to a positive boarding experience.

Position Overview:

The boarding house is the students’ home away from home. The Wellbeing Assistant is expected to be caring and supportive of each boarder, while being a good role model in place of parents, big siblings or respected friends. Wellbeing Assistants do the job because they like to help and value the contribution they can make in the lives of the young people they work with. There is an ever-present expectation that the Wellbeing Assistant and boarders will behave in a respectful manner. ‘Respectful’ means in the best interests of the individual and fellow boarders, students are expected to respect themselves, each other, staff and their environment.

Scotch College Adelaide

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Key Responsibility Areas:

The Wellbeing Assistant will assist the Boarding Leadership Team with the monitoring of boarders during their shift. This may include external activities and sleepover time.

1. Student Wellbeing, Care and Conduct

- Understand and uphold Duty of Care at all times.
- Build positive, supportive relationships with boarding students and know those in your care.
- Provide guidance on behaviour, conduct and adherence to boarding expectations.
- Support student wellbeing through conversation, presence and engagement in activities.
- Be friendly, approachable and assertive while maintaining respect, fairness and consistency.
- Remain alert to student behaviour and proactively identify potential issues.
- Liaise with the Boarding Leadership Team when unsure about decisions or when major issues arise.
- Meet and greet parents and visitors appropriately.

2. Daily Operations and Supervision

- Maintain active, visible supervision throughout shifts
- Apply firm but fair expectations with clear and positive communication
- Listen to all sides in disputes and escalate when appropriate to the Boarding Leadership Team.
- Assist students with practical tasks such as tidying, washing up or organising rooms when needed.
- Ensure school facilities and House Assistant accommodation are kept clean and tidy.
- Uphold all boarding rules, including gender-specific accommodation boundaries and visitor requirements.
- Monitor dining room behaviour and sit with students unless otherwise directed.

3. Common Rooms and Facilities

- Maintain clean, orderly common rooms; ensure all items are put away and rooms are locked at night.
- Oversee weekend kitchen cleanliness and initiate rubbish removal when required.
- Conduct room inspections and unlock electronics only when rooms meet expectations.
- Report consistently untidy rooms to the Boarding Leadership Team.
- Supervise gym and court use directly and ensure safe behaviour and adherence to rules.
- Manage bike room access and ensure leave and parental permission are completed for bike outings.

4. Academic Support and Study Supervision

- Assist boarding students with their studies and provide academic help when required.
- Supervise homework/prep time to ensure a quiet, productive study environment.
- Maintain expectations around appropriate activities during homework time (e.g., no streaming or gaming).
- Monitor year-level allocated classrooms and support the small group assigned to you.

5. Leave Management and Student Movements

- Ensure students complete leave forms via REACH and obtain parental approval before departing.
- Check in with students as they leave and return, asking about their activities.
- Follow up with students who are late returning from leave.
- Approve local leave (e.g., shopping centre, run/walk, school grounds) using your PIN when appropriate.
- Ensure student rooms are tidy prior to departure on leave.
- Ensure day-student visitors sign in and follow boarding rules.

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6. Work Health Safety and Wellbeing

- Take reasonable care of, and cooperate with actions taken to protect the health and safety of self and others
- Report all accidents, incidents and hazards promptly
- Read and adhere to all Scotch WHS guidelines and policies

Key Selection Criteria: Qualifications, Experience, Knowledge and Personal Attributes

Qualifications & Certifications

- Attainment and maintenance of a
 - a. A Working with Children Check (WWCC) is essential
 - b. the 'Responding to Risk of Harm, Abuse and Neglect – Education and Care' (RRHAN-EC) certification at the foundation and masterclass level is essential
 - c. The 'HLTAID012 Provide First Aid in an Education and Care Setting' First Aid certification is essential.
 - d. Protective Practices Certification
- A current drivers license is required. You will be required to undertake a defensive driving program
- Willingness to complete ABSA Duty of Care Level 2 Workshop in first 12 months of employment

Experience and knowledge

- Competent use of Microsoft Office and related systems
- Background of working with young people

Personal attributes

- Exceptional interpersonal skills and the ability to relate to students and parents from a range of different backgrounds.
- An ability and willingness to learn, problem solve and use your initiative
- High level of organisation, planning and attention to detail.
- Ability to work collaboratively and independently as required.
- Sound professional judgement and discretion when handling sensitive information.
- A passion for working with students and the ability to organise others in a positive and effective manner.
- Demonstrated ability to resolve conflict, solve problems, conduct difficult negotiations and constructively advise and assist colleagues/team members.
- Demonstrate empathy and a sense of humour.

Conditions of Employment:

- Must be eligible to work in Australia
- Out of usual business hours and weekend work is a requirement of this position.
- Must satisfy child protection screening and adhere to Scotch's Child Protection policy and procedures
- Position is employed under the terms and conditions of the College's Enterprise Agreement
- All staff are responsible for ensuring that the data they collect, access, or retain is done so within the requirements of the College Privacy Policy.
- Accommodation is provided for sleepover duties (5:30pm to 8:30am).
- Roster will be negotiated but will include evening shifts from 5:30pm to 9:30pm, some weekend day shifts from 8:30am to 5:00pm and overnights from 5:00pm to 8:30am.

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Finally

No position description can capture the complexity of tasks within a College. Therefore, this position description should not be limiting and some flexibility is required when using it for reference. There will be other tasks, not described above, that may be given to this position from time-to-time. The College commits to regularly review and update position descriptions to accurately reflect the contribution of employees.

This role will require some out of hours work. Scotch College respects employee's right to disconnect and will seek to communicate with the incumbent about the situations where out of hours contact is anticipated and discuss reasonable ways to minimize disruption to personal life.

Scotch College is a child-safe organisation and committed to the safety and wellbeing of children and young people. We undertake appropriate screening and suitability assessments to determine the commitment of applicants to supporting child safety and wellbeing values in practice.

Further, in applying for this role, you are asserting the accuracy and integrity of your application, including the full disclosure of any matter that may be inconsistent with the safety and wellbeing of young people, or bring the College into disrepute.

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