Applications are invited for the position of:

**Resident Boarding House Tutor – Senior School**

**School Section:** Senior School, Boarding House, Red Hill Campus

**Reports to:** Head of Boarding

**Employment Basis:**
- [x] Full-time
- [x] Ongoing
- [ ] Part-time
- [ ] Non-ongoing

**Start Date:** Term 2, 2016

**Applications close:** Monday, 22 February 2016 at 9:00am

**About the School**

Canberra Grammar School is an Independent Anglican School offering outstanding academic education, co-curricular opportunities and pastoral care to day and boarding students of all backgrounds and faiths within a community guided by Christian values.

The School is in the process of becoming fully co-educational. It educates boys from Pre-School to Year 12 and is currently extending its offering to girls, who have been educated in the Primary School since 1975 and who will now be represented across the range of School life by 2020.

The School respects and nurtures all students as individuals, seeking to inspire, support and celebrate the efforts of all in realising their intellectual, spiritual, cultural, social and physical aspirations.

Building on the professional expertise of its staff, the commitment of its community and the resources of the nation’s capital, Canberra Grammar School aims to be the most dynamic and distinctive centre of learning in Australia.

CGS is a vibrant and rewarding place in which to work. To find out more about our strong commitment to professional development, the employment process, or living in Canberra, please visit [CGS.ACT.EDU.AU/EMPLOYMENT](http://CGS.ACT.EDU.AU/EMPLOYMENT)

Further information about the School is available at [CGS.ACT.EDU.AU](http://CGS.ACT.EDU.AU)

**The Boarding House**

Canberra Grammar Senior School has two boarding houses – Blaxland and Jones. Collectively the boarders form Monaro House. Each contains approximately 40 boys which may comprise boys from Years 7 to 12. The houses are managed by the Head of Boarding and Assistant Head of Boarding who reside in the houses attached to the boarding houses.

On each of the three floors in both boarding houses lives a Resident Tutor who plays a significant part in the pastoral care of about 15 boys. Besides this general and continuous responsibility, each Tutor is rostered to maintain supervision of a house during one school day including both a morning and evening supervision. In addition they will be required to supervise the boarding precinct for a set period of time up to 8 times per term on either a Friday night, Saturday or Sunday duty. On these occasions he supervises the House as a whole, for example, wake-up, meals, homework, lights out, house meeting etc. Tutors can also be called on by the Head of Boarding or Assistant Head of Boarding to perform other house or pastoral type duties.
Selection Specifications

As a staff member, the role-holder will have:

- demonstrated experience in a similar role
- well-developed communication skills and attention to detail
- the ability to establish good working relations with parents, staff and the School community.

The role-holder must:

- comply with the School’s Code of Conduct and with the School’s policy and regulatory requirements
- attend School Chapel services and respect and uphold the School’s Anglican values and ethos, while also respecting people of all backgrounds and faith within the School community
- safeguard and promote the welfare of children
- support the School’s aims and objectives.

General Responsibilities

Resident tutors must be aware that whilst they have scheduled times of duty, they are required to always be a presence in the house. This assists those on duty as well as ensuring a positive and interactive environment occurs at all times. Relationships and respect can only form when resident tutors actively engage themselves in the lives of boys on a daily basis. Therefore a Resident tutor must always act as a role model and will be required to:

- Model positive interpersonal skills to both students and staff
- Train and support student leadership within the House
- Undertake appropriate professional development to best assist with the running of the residential community
- Report issues evident within the houses.
- Monitor and promote students’ health, happiness, life-style balance and social integration
- Support the School’s Anglican ethos through House Chapel attendance (compulsory) and provide opportunities for boys of all faiths to develop their spiritual lives
- Support students’ academic progress through active involvement in prep supervision
- Encourage and celebrate boys’ participation in the School’s full range of co-curricular opportunities
- Actively promote both social integration and respect for the distinct cultural differences of students from varied backgrounds both from within and beyond Australia
- Facilitate opportunities for students’ particular talents and interests to flourish, and ensure that those with particular needs are supported
- Promote and uphold the School’s approach to positive behaviour management and discipline, including actively applying the School’s anti-bullying and student safety policies
- Monitor and promote Health and Safety regulations within the House, in relation to physical facilities and student conduct
- Work closely with the ancillary staff to ensure that boys live well in a clean, healthy and homely environment
- Assist in emergency duties (taking boys to hospital) when the Housemother or Head of Boarding are not available.
- Remain in close communication with the Head of Boarding and Assistant Head of Boarding.
Terms and Conditions

The role is a part-time, ongoing position.

In return for services the Resident Tutor has, for no charge, his own quarters for the full year (bedroom, sitting room and bathroom, limited furnishings) and is provided with meals in the Dining Hall during term time. Linen and personal laundry are done free by the School and there is some cleaning of quarters. There is no charge for power use. A telephone is also supplied although the calls are restricted to the local Canberra district.

All employees of the School must be eligible to work with children in accordance with ACT Working with Vulnerable People checks, and all teachers at the School must have teacher registration, provisional registration or a permit to teach issued by the ACT Teacher Quality Institute prior to starting their employment.

Canberra Grammar School is a respondent to the Independent Schools ACT (Support and Operational Staff) Multi Enterprise Agreement 2012 – 2016. A copy of the Agreement is available from the Human Resources Manager.

Applications and Information

All applications must be submitted using the School’s online application form, located on the job advert on CGS.ACT.EDU.AU.

For further information, please contact the Human Resources Office via:

- employment@canberragrammar.org.au
- +61 (2) 6260 9735
- The HR Office, Canberra Grammar School, 40 Monaro Crescent, Red Hill ACT 2603 Australia