



## Role Description

<b>Job Title:</b>	Relief House Parent
<b>Job Type:</b>	Casual
<b>Salary Classification:</b>	NT Christian Schools EBA 2013 HPCR2,1M – HPCR2,2M scale
<b>2020 Salary Range:</b>	\$28.30 - \$29.14 per hour. This is a casual rate which includes a 25% loading to compensate for personal leave and annual leave. Plus superannuation contribution of 9.5% of your annual salary.
<b>School/Entity:</b>	Marrara Christian College
<b>Responsible to:</b>	Family Group Homes Manager
<b>Date:</b>	2020

### Introduction

All people who work for NT Christian Schools are expected to have a clear understanding of, and unqualified commitment to the biblical basis, *'What We Believe'*, and to act both in the work place and in other contexts in ways that are consistent with that basis.

With a mutual commitment to God through Jesus Christ, staff members ought to serve and love one another as Christ loves them. This also means an acknowledgement that all people are fallible and need to be entirely reliant upon God. NT Christian Schools has expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

### General Expectations:

Your work for the organisation involves serving and supporting those people for whom we exist, namely students and their parents. This is the core function for all people employed by NT Christian Schools. Each is expected to work as a member of a team serving and supporting each other in the various tasks to which God has called them. Each team member is expected to contribute positively to the maintenance of a pleasant, purposeful, productive and safe workplace.

These responsibilities and duties are, therefore, underpinned by expectations of generosity, openness, teamwork, effectiveness, efficiency, attention to detail, pleasant working relationships and maintenance of an effective, attractive, safe work environment.

Your role as House Parent is pivotal in the ongoing education of the children and the community will warmly welcome your contribution. We encourage you to become involved in the lives of their precious children by providing a quality Christian family environment, becoming a role model for all students and by guiding, challenging, motivating and caring for the students each day.

### Primary role:

Maintain the day to day operation of the Family Group Home including care of students, provision of meals, establishment of routines, upkeep of the house and liaison with parents, communities and teachers in a manner that is consistent with Christian principles and with students receiving a Christ-centred education.

### Reporting Relationship:

House parents report directly to the Manager of Indigenous Boarding at Marrara Christian College.

### Key areas of responsibility:

1. Provide constant supervision and care for all allocated boarding students.

2. Maintain the framework for student conduct within your house carrying out household routines, as will encourage a climate of care within the home.
3. Maintain a Christian environment in the home and encourage students' Christian growth through devotions and involvement in a Christian community.
4. Promote standards of cleanliness and sound hygiene practices among your students.
5. Provide general first aid. Access medical and dental care as required.
6. Ensure that students are adequately prepared for school and attend each day. Provide all transport for necessary student travel while they are in your care.
7. Coordinate household homework and recreation programmes.
8. Prepare all meals. Ensure that students have an appropriate, nutritious diet and that consumption of junk food and takeaway food is minimised. Implement safe food handling practices.
9. Maintain household finances within the allocated budget and keep proper records as directed. Purchase all food and materials as required within the budget.
10. Ensure that all property is preserved and cared for.
11. Undertake the general upkeep of your assigned Family Group Home, including regular cleaning of the house and gardens and other facilities, consistent with reasonable standards of care and cleanliness.
12. Ensure that the house bus is maintained in a safe and presentable condition. Submit a monthly report so that prescribed regular servicing can take place.
13. Cooperate with House Parents in other Family Group Homes to contribute to and benefit from shared insights, practices and programmes.
14. Liaise with the Manager of the FGH programme and the Principal as required, including participation in all Coordination meetings (at least one House Parent from each house) and all Professional Development sessions (all House Parents) as arranged.
15. Maintain regular liaison with families and communities.
16. Maintain regular liaison with teachers, tutors and other people who work with the students.
17. Comply with all requirements of the NT Christian Schools child protection policy and the Family Group Homes and Staff Information Handbooks.

**Professional Development:**

Staff are expected to undertake professional development as deemed appropriate and participate in in-service as directed.

**Confidentiality:**

All staff are expected to keep confidentiality and not disclose any information which comes into their knowledge concerning the affairs of the Family Group Homes, the schools, any student or employee of the organisation or the Board to any other person, other than that which is in the public domain or is required by law to be disclosed to any other person.

**Requirements**

- Formal NT Christian Schools application (available on website)
- Current CV
- NT Working with Children Clearance (Ochre card)
- Recent Criminal History Check (issued within the last 12 months)
- Demonstrate an active Christian commitment

**Desirable**

- Current Senior First Aid qualifications
- Current bronze medallion qualifications
- Class 'LR' Driver Licence