The Friends' School is a coeducational Quaker school based on fundamental values such as the intrinsic worth of each person, the recognition of 'that of God' in everyone, the desirability of simplicity and the need to establish peace and justice.

As a learning community, we are concerned for the academic, cultural, physical, social, emotional and spiritual development of each person in our care.

We seek to help our students develop as people who will think clearly, act with integrity, make decisions for themselves, be sensitive to the needs of others and the environment, be strong in service and hold a global perspective.

We believe that these aims can best be achieved with the active support of all members of our School community.
THE POSITION

The Housekeeper at Walker House has an important role to maintain the facilities in a clean and orderly manner. Walker House provides residential accommodation for up to 46 local and international students. The Director of Residence and his family also live on site.

This is a permanent full-time role and will support staff and students with various aspects of communal living as required, including supervising students who are ‘at home’ during the school day. The successful applicant will start as soon as mutually convenient.

KEY DUTIES / RESPONSIBILITIES

- To pack up and replenish breakfast and lunch preparation items on Monday to Friday mornings.
- To ensure students depart for school on time and support the morning routine.
- To clean the kitchen and dining room floors on a daily basis, Monday to Friday.
- To vacuum the entire residence on a daily basis.
- To clean the bathrooms on alternate days, usually Monday, Wednesday and Friday.
- To clean the sinks and floors of the student rooms.
- To launder the bathroom and kitchen linen on a daily basis.
- To empty and replace bins, clean interior glass, wipe down surfaces in common areas, dust and ensure the residence is kept clean and tidy.
- To launder student bed linen and towels as per a weekly roster.
- To order and control stock of cleaning products, toilet rolls and tissues, garbage bags, laundry detergent and other household items.
- To answer the telephone, take messages during the school day and receive deliveries.
- To assist with supervision of sick students home at Walker House during the day or students at home for other reasons.
- To arrange medical appointments and transport students to such appointments when the Director is unavailable to do so.
- To contribute to preparing social events and activities for the residents.
- To assist with supervision during the Terms 1 and 3 holidays as required.
- To set up bedrooms for new arrivals and ensure a thorough clean of bedrooms when students depart at the end of the year.
- To observe and action maintenance needs as they arise within the Residence.
- Other duties as required.
**Personal Requirements / Selection Criteria**

The successful applicant will:

1. Communicate effectively with students, staff and parents.

2. Have the capacity to carry out the required domestic cleaning duties, including laundry, in an efficient and thorough manner. Be fit to carry out these duties.

3. Demonstrate a genuine warmth and interest in the residential students.

4. Have the capacity to supervise unwell students and provide low level medical care.

5. Have a current driver’s licence, first aid certificate, Registration to Work with Vulnerable People and a satisfactory National Police Check (the latter three may be arranged upon offer of appointment).

6. Be at ease with Quaker values and the ethos of The Friends’ School.
CONDITIONS OF EMPLOYMENT

- A salary will be paid according to qualifications and experience at rates stated in The Friends’ School (General Staff) Enterprise Agreement 2015.

- General conditions of employment will be in accord with The Friends’ School (General Staff) Enterprise Agreement 2015 and The Friends’ School Staff Code of Conduct.

- Provision is made for Long Service Leave in accordance with the Long Service Leave Act 1976, with the exception that employees are entitled to Long Service Leave after ten years of service.

- In accordance with Australian Government legislation, employees are entitled to elect the complying superannuation fund into which their 9.5% employer superannuation contributions will be paid. However the School offers an employee superannuation plan that provides a range of employer funded benefits to participating employees, including 10.5% employer contributions.

- Employees of The Friends’ School will respect and comply with the Staff Code of Conduct.

- All appointments are made subject to the provision of a satisfactory National Police Record Check. Any offer of appointment will become void should the Police Record Check present any concerns in respect to our Duty of Care to students and staff of the School. Current Working with Vulnerable People Registration is also required.

- It is anticipated that staff will maintain the necessary level of fitness appropriate to fulfil the inherent duties of the position.

- In accordance with the Work Health and Safety Act 2012 (Tasmania), as an employee of The Friends’ School you must:
  - Take reasonable care for your own health and safety; and
  - Take reasonable care that your acts or omissions do not adversely affect the health and safety of others; and
  - Comply, so far as you are reasonably able, with any reasonable instruction that is given by the School; and
  - Cooperate with any reasonable policy or procedure relating to health or safety at the School that has been notified to staff.

- Fee concessions are available to assist staff in having their children educated at the School.

- Discounted membership fees for Friends Health & Fitness.

- Corporate Health Insurance Plan through BUPA Australia.

- The Friends’ School is an equal opportunity employer.
APPLICATIONS

Applications addressing the selection criteria, and including the Staff Application Form, introductory letter and a CV, should be received by 4.00pm on Monday 20 February 2017.

Applications should be addressed to:

Nelson File
Principal
The Friends’ School
PO Box 42
North Hobart 7002

or emailed to: principal@friends.tas.edu.au

Telephone: (03) 6210 2202
Fax: (03) 6234 8209
THE FRIENDS’ SCHOOL

INFORMATION ABOUT THE FRIENDS’ SCHOOL

SCHOOL LOCATIONS

The School covers six sites: 23 Commercial Road, 395 Argyle Street, Bell Street/Queens Walk (New Town), Lallaby Road (New Town Bay), Far South Wilderness Camp (Strathblane) and a property at Spring Beach near Orford.

The High School is on the Commercial Road campus which also houses the main Administration office for the whole School.

The High School caters for 560 students in Years 7 to 10 and occupies most of this site, although some Year 11 & 12 classes such as some Technology subjects, Art and Music are conducted here as well. The High School has four Co-Heads (Joe Cairns, Louise Giudici, Paul Goodluck and Kim Rowlands), who are also Heads of House (Mather, Ransome, Hodgkin, and Unwin respectively).

Friends Health & Fitness, with indoor swimming pool, aerobics room, tennis courts and gym facilities is located next to the High School.

The Argyle Street Campus is linked to the Commercial Road site by a short walk (five minutes) along Carr and Wilson Streets and across the overpass. Located on this campus is Friends’ Early Years, Morris from Kindergarten to Year 6 and also Clemes for Years 11 and 12. These operate separately but share the canteen facility and have a common staffroom.

Friends’ Early Years
Friends’ Early Years, our early learning centre, is on the Argyle Street and operates from 7.30 a.m. to 6.00 p.m. on weekdays. Friends’ Early Years provides long day care for children aged 0-4, the Early Years program for pre-kindergarten aged children, before and after school care and vacation programs.

Under its licence conditions, Friends’ Early Years can accommodate up to 80 children in long day care and 55 in the outside school hours program, with carefully designed outdoor and indoor-outdoor spaces adding to the quality of the experience for children. Mark Seager is the Director of Friends’ Early Years.

Morris - Friends’ Primary Years
Morris - Friends’ Primary Years comprises ‘Wells’ for Prep to Year 2 students and ‘Walpole’ for Year 3 to Year 6 students. Kindergarten classes are located in separate classrooms on the same campus.

Mary-Margaret Gibson is the Head of Morris. Anne Potter and Wendy Crow are Deputy Heads. Debbie Taylor is the K-6 Co-ordinator.

Morris has approximately 450 students enrolled; two classes per year group from Kindergarten to Year 4 and three at Years 5 and 6.
Clemes (Years 11 & 12)
Years 11 and 12 occupy the Clemes, Meredith and Palfreyman buildings. There are approximately 300 students enrolled in Clemes. Tony Barrett is Head of Clemes, Lyn Tunbridge is Deputy and Anne Lynch is Dean of Students.

On the Argyle Street site you will also find the Hobart Meeting House of the Religious Society of Friends (Quakers) and an 800 seat assembly hall, The Farrall Centre.

Walker House
Residential accommodation is provided for up to 46 international and local students at Walker House, situated in Lewis Street, North Hobart adjoining the Argyle Street campus. Mathew Dixon is Director of Residence.

Sports Facilities
Extensive sports grounds for the whole School are situated about two kilometres north of the School between Bell Street and Queens Walk, New Town.

The Friends’ School Boat Shed is situated in Lallaby Road on New Town Bay.

Far South Wilderness Camp
The Friends’ School owns and operates Far South Wilderness Camp at Strathblane near Dover, which is used for school camps and also remains available for other schools and organisations on a commercial basis.

The School also owns approximately 19 hectares of bushland at Orford.
The School is sub-divided into Morris - Friends’ Primary Years (K-6), High School (7-10) and Clemes (11-12). These three sections of the School are served by administration and maintenance staff under the general supervision of the Director of Business Affairs.

The main School office is open between 8.30 a.m. and 4.30 p.m. throughout the year except during the Christmas/New Year period and public holidays.

**Principal’s Office**
The Principal is assisted by Louise Bridge as full-time Personal Assistant.

**Deputy Principal**
Ina Johnson is Deputy Principal and assists the Principal with staff matters and day-to-day administration of the School. She is Acting Principal when the Principal is absent.

**Director of Business Affairs**
Shaun Sargent is the Director of Business Affairs. He oversees the financial, facilities and administrative aspects of the School. This includes taking responsibility for the School’s various commercial operations. He also oversees the risk, compliance and governance functions of the School and acts as Secretary to the Board of Governors.

**Director of Teaching & Learning**
The Director of Teaching & Learning, Steve Barratt, along with the Senior Curriculum Group, is responsible for the delivery and planning of curriculum and timetabling throughout the entire School.

**Director of Community Engagement**
Deborah Vaughan is Director of Community Engagement and is responsible for leading and managing the School’s communication, brand management and community engagement practices and activities.

**Enrolments Office**
Jennifer Scharkie is the Enrolments Manager and manages all matters to do with enrolments including waiting lists, fees assistance, scholarship and bursary administration and overseas/exchange students.

**Libraries**
There are three libraries in the School, one in Morris, one in the High School and one in Clemes. Each library is supervised by a teacher-librarian and Stacey Pryer is the Head of the Libraries (Katie Stanley and Sharon Molnar Acting Co-Heads during 2017).

The School also has an archival and historical collection housed in Hobartville. The Archivist, Melinda Clarke, is in charge of the collection and is always willing to assist with providing materials for historical projects or teaching about Friends’.
Faculties Years 7-12

All High School and Clemes teaching staff are members of one of eight Faculties – The Arts, English, Health and Physical Education, Humanities, Languages, Mathematics, Science and Technology. The Heads of Faculty are responsible for the development and delivery of the program in their learning area.

The Heads of Faculty are:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Head</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Arts</td>
<td>Tammy Giblin</td>
</tr>
<tr>
<td>English</td>
<td>Sarah Walker</td>
</tr>
<tr>
<td>Health</td>
<td>Trish Menadue</td>
</tr>
<tr>
<td>Languages</td>
<td>Maria Vagunda (Acting)</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Kathy Bunton</td>
</tr>
<tr>
<td>Science</td>
<td>Kate Baldry/Kristi Ellingsen</td>
</tr>
<tr>
<td>Humanities</td>
<td>Mark Allen</td>
</tr>
<tr>
<td>Technology</td>
<td>Jane Smith</td>
</tr>
</tbody>
</table>

Year Group Coordinators

<table>
<thead>
<tr>
<th>Year Group</th>
<th>Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 7</td>
<td>Nicola Collins</td>
</tr>
<tr>
<td>Year 8</td>
<td>Karina Churchill</td>
</tr>
<tr>
<td>Year 9</td>
<td>John &amp; Esther Hoggart</td>
</tr>
<tr>
<td>Year 10</td>
<td>Casey-Rae McCrickard</td>
</tr>
<tr>
<td>Years 11/12</td>
<td>Amy Harris</td>
</tr>
</tbody>
</table>

Specific Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Head</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of ICT</td>
<td>Duncan Gillespie</td>
</tr>
<tr>
<td>Head of Professional Development</td>
<td>Rosemary Welch</td>
</tr>
<tr>
<td>Director of Learning Support</td>
<td>Beverley Carr</td>
</tr>
<tr>
<td>Head of Music</td>
<td>Paul Radford</td>
</tr>
<tr>
<td>Head of Drama</td>
<td>Tammy Giblin</td>
</tr>
</tbody>
</table>

Our web site www.friends.tas.edu.au has more information about The Friends’ School that you may wish to refer to.
SCHOOL CURRICULUM

MORRIS - FRIENDS’ PRIMARY YEARS
(KINDergarten TO YEAR 6)

At Morris our aim is for the students to learn within the context of the School’s Purpose and Concerns, where the intrinsic worth of the individual, peace, justice and community are sought and where we all strive to be life-long learners embodying responsibility and integrity.

The International Baccalaureate Primary Years Program (IBPYP) is the curriculum framework implemented for all children from Kindergarten to Year 6. This educational framework aims to develop children’s intercultural understanding and promote global citizenship through an inquiry pedagogy. The IBPYP is carefully structured to develop the academic, physical, cultural, spiritual, social and emotional needs of children at each year level. Classroom programs are developed to allow for the individual growth of every child. Learning outcomes and General Capabilities of the Australian Curriculum are encompassed within the program.

Constructive play and exploration in Kindergarten provide a solid foundation for children moving through the Primary School. English, Mathematics and the development of independent learning skills are a key focus within a concept-driven Program of Inquiry. As students progress through Morris, they are exposed to aspects of the broader program including co-curricular and enrichment programs. Each child’s development is documented and tracked in consultation with parents.

Morris offers a rich and varied co-curricular program in support of the School’s Purpose and Concerns and formal curriculum. It allows for the development of new skills and provides opportunities for the development of individual interests to enhance PYP attitudes and to enable action to be taken by the children. It provides for the development of a balanced child and supports the wellbeing of all community members. Opportunities are also provided for involvement in sporting, music, service, enrichment and extension activities.
Subjects in the curriculum have been organised into the eight learning areas of the Australian Curriculum. English, Health and Physical Education, Humanities, Mathematics and Science are core areas. In addition, there are some 20 subjects students may take at some stage in Years 7-10. These include:

**Arts:** Art, Ceramics, Music, Drama, Dance

**Health:** Sport Science

**Languages:** Chinese, French, German, Japanese

**Humanities:** Economics, Business and Law, Geography, History, Philosophy, Religious Studies, Social Psychology.

**Technology:** Computer Graphics and Design, Design and Technology, Food & Textiles, Information Communication Technology, Programming & Control Technology, Multimedia, Automotive Studies

**Year 7 Program**

Year 7 is seen as a transition stage from primary to secondary education. The Year 7 program is structured so that it provides a firm foundation for the courses in the rest of the High School. Students follow a common course including subjects from all eight faculties, in such a way as to enable them to make informed choices when they come to determine their program for Year 8 and then for Years 9 and 10. The Year 7 Connections Program is a highlight of the curriculum.

**Year 8**

Year 8 completes the foundation begun in Year 7. In addition to English, Health and Physical Education, Humanities, Mathematics and Science, all students take a course in a language other than English as well as units in the Arts and Technology areas.

**Year 9 and 10**

At this stage, apart from the compulsory subjects, students may take any subject. Courses are structured to be taken through Years 9 and Year 10, so that they can be studied in depth to prepare students for the demands of the TCE or IB in Years 11 and 12.
The TCE (Tasmanian Certificate of Education) comprises subjects of either 50 hours or 150 hours. Students preparing for tertiary entrance need as a minimum requirement four pre-tertiary courses, three of which must be completed successfully in Year 12. For university selection purposes, a student’s score comprises their best five 150 hour subjects, at least three of which must be completed at pre-tertiary level in Year 12. To complete the TCE Certificate, students must have studied the equivalent of eight 150 hour courses over two years of study.

The IB Diploma Programme (DP) is a rigorous, academically challenging and balanced programme of education designed to prepare students for success at university and in life. The DP aims to encourage students to be knowledgeable, inquiring, caring and compassionate, and to develop intercultural understanding, open-mindedness and the attitudes necessary to respect and evaluate a range of viewpoints.

The aim of the DP, like all IB programmes, is to develop internationally minded people who, recognising their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. The DP provides the opportunity to develop both disciplinary and interdisciplinary knowledge that meets the rigorous standards set by institutions of higher learning around the world.

To ensure both the breadth and depth of knowledge and understanding, students must choose at least one subject from five groups: 1) their best language, 2) additional language(s), 3) humanities and social sciences, 4) experimental sciences, and 5) mathematics, and either an arts subject, or a second subject from the groups 1 to 5. Of these six subjects, three are taken at the higher level (HL) and three are taken at the standard level (SL). In addition, three core elements—the extended essay, theory of knowledge and creativity, action, service—are compulsory and central to the philosophy of the programme.
The School has developed a Privacy Policy in accordance with the National Privacy Principles, to explain how we manage personal information. You can access the policy on our website (www.friends.tas.edu.au) or by contacting the School’s Privacy Officer on (03) 6210 2200.