Considering a Gap Year at Kincoppal-Rose Bay?

A gap year is usually taken at the end of secondary education studies. Also known as a ‘year abroad’, ‘year off’ or ‘deferred year’ it allows the chance to experience life and work abroad, before commencing university or full time work back home.

Kincoppal-Rose Bay employs a number of Gap Year Employees who commence in July each year and conclude the following June. In exchange for their assistance across key areas of our School, the KRB ‘Gappies’ live on campus and are provided with meals and accommodation in term time.

During term breaks, the expectation is for this group to travel (either individually or together), and see all that our great country has to offer!
About Us

KRB is a unique educational community grounded in the Catholic faith, and part of the international Sacred Heart network of schools founded in France, by Saint Madeline Sophie Barat in 1800.

The ideals of a Sacred Heart education are expressed in the following five goals:
1. Faith which is relevant in today’s world
2. A deep respect for intellectual values
3. The building of community as a Christian value
4. A social awareness that impel to action
5. Personal growth in an atmosphere of freedom

If you attended a Sacred Heart school, you would no doubt be very familiar with these!

Our school at Rose Bay was founded in 1882, and incorporates a co-educational Junior School, and a Senior School for girls. A third of our senior girls also live onsite as boarders, and originate from both rural areas and overseas.

Our focus is embodied in the School’s motto Cor Unum, meaning ‘One Heart and One Mind’. Everyone is respected for their individual gifts, and reminded that they ‘come as they are and are greatly loved’.

This equally applies to our Gap Year Employees, and in exchange for loyalty, hard work and a cooperative and positive attitude, we offer an exciting and rewarding experience - working with our staff and students, and in one of the most beautiful locations in the world! So if you’d like to be a valued member of the KRB Community, and have a proven ability to work respectfully with others in a friendly and professional atmosphere, we’d love to hear from you!
GAP Year Staff Duties

The role of Gap Year Employees at Kincoppal-Rose Bay, includes the following duties:

- Working in the Junior School as a Teacher’s Assistant
- Assisting with student pick-up and drop-off in the Junior School
- Boarding School supervision - helping students prepare for bed, and breakfast
- Assisting in the Health Care Centre, and accompanying students to medical appointments
- Assisting teachers with visual art, music and / or physical education lessons
- Assisting teachers on excursions and / or school camps
- Assisting in the library or office

This means you will be able to develop the following capabilities;

- communication and interpersonal skills
- personal attributes (managing self, valuing diversity, and adapting to different environments)
- systems knowledge in areas such as databases and reporting
- occupation-specific knowledge in areas such as teaching, community services, marketing, office administration and health care

Expectations (in line with our Sacred Heart ethos)

- Impeccable conduct at all times including courtesy, punctuality and reliability. This includes not consuming alcohol or other prohibited substances in the Gap Flat, or when supervising students at camps or excursions
- Appropriate dress e.g. smart casual clothing, nothing too revealing and only one pair of earrings in the ear lobes (other facial or visible body piercings and tattoos not permitted)
- Undertaking and arranging all required training, pre-employment checks (e.g. Working With Children), and new starter information e.g. tax file number, Medicare, and bank account
- Being on duty for all school and staff days (and managing personal calls / emails in own time)
- Observing the school’s sun-safe and non-smoking policy
- Returning to school premises by midnight, not having visitors onsite unless agreed, and not inviting anyone for parties / to stay overnight
- Vacating the ‘Gap Flat’ during school holidays (for your own safety and security)
Accommodation and Meals (Term-Time Only)

Our Gappies live together in their own flat on top of the Junior School. The flat has an outdoor terrace, lounge with TV/DVD, and a small kitchen, study and bathroom/laundry. Each employee sleeps in their own room partition that has a single bed with bedding/linen, wardrobe and bedside table. Breakfast and dinner is provided in the Boarders Dining Room, with lunch pre-ordered and collected from the canteen. The flat also has a small kitchen to prepare light meals, and tea or coffee.

What is Provided

- AUD$373 a fortnight and increasing to $381 in 2017 (gappies can also earn extra money by babysitting, or with casual shifts in our Sports Department or Boarding School)
- Meals and accommodation in term time (including bedding, bed linen and towels)
- Access to the School library for books and DVDs
- Wi-Fi for your Skype (though you may wish to bring your own phone and laptop)
- Use of indoor swimming pool
- Flu vaccination
- First Aid and CPR training

What to Bring

- Smart casual clothes for general duties
- Smart dressy clothes for mass, and school events where you may be asked to take official photos!
- Winter and summer clothes, including overcoat, scarf and gloves
- Hat, swimmers, towel, and flip flops for the beach
- Trainers (both for exercise, and your work in our Sports Department)
- Toiletries

What to Arrange On Arrival

- Australian mobile phone number
- Australian bank account
- Tax File Number (TFN)
- Working With Children (WWC) number
- Opal Card (for public transport)
- Flu vaccination
- Medicare Card (if your originating country has a reciprocal health arrangement with Australia)

Getting Around

There are buses outside our door, and these link to railway stations taking you into the City and Circular Quay (where you’ll find the Harbour Bridge and Opera House). Our transport system also uses the cashless Opal Card (similar to the Oyster Card in the UK).
To Apply

1. Complete the **Gap Year Employee Application Form** (can be downloaded from our website)

2. Prepare a **Cover Letter (1-2 pages)**.

   Please address this to *Mrs Hilary Johnston-Croke, Principal, Kincoppal-Rose Bay School, New South Head Rd Rose Bay NSW 2029 Australia*, and include:
   - what you know about living and working in a Sacred Heart School
   - how you contribute to a sense of good team spirit, in any setting
   - school leadership positions you have held e.g. student representative council
   - co-curricular activities e.g. sport or music
   - experience with youth work, community work, mentoring or peer support
   - other exchange programs (especially to Sacred Heart schools)
   - future career aspirations

3. **Update your Resume**, and ensure it includes:
   - your name, date of birth, address, email and photograph
   - education (including details of your schooling and levels reached)
   - work experience (if you have this)
   - co-curricular involvement (e.g. Duke of Edinburgh, sport, music, or community involvement)
   - contact details (name, email and phone) of two referees (one being your Head of School).

4. **Combine Documents 1-3 above** into the **one PDF document**

5. **Email** your PDF document to *cohena@krb.nsw.edu.au*

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**Applications close on Friday 26 February 2016**

*Shortlisted candidates will be invited to a Skype interview as part of our selection process.*