

## GAP ASSISTANT PROGRAM

### Description of GAP Assistants at Ballarat Grammar:

Ballarat Grammar considers GAP Assistants as assistant teachers who do not have formal teaching qualifications – in many cases just having completed Year 12 or a similar school qualification. These young people are keen on exploring a new country, culture and traditions from the secure base of a school environment, which provides employment, free accommodation and food in return for providing services in specified fields, and on clearly defined terms of conduct and responsibility. Both the GAP Assistant and Ballarat Grammar benefit from this interaction.

### The Role of a Gap Assistant:

In summary, a Gap Assistant will:

- be placed on the strength of their skills, interests, the needs of the School and the information supplied via the required application documentation.
- be required to work in two of the GAP Work Portfolios during the School day.
- be involved in games (sports) during the afternoons.
- be required on an ad hoc basis to assist during weekend activities, and will be expected to participate in Outdoor Education camps and boarding house duties as required.

The role of a GAP Assistant at Ballarat Grammar is to live and work in a boarding house as well as work with the day staff in a particular area. How much you are involved in the School depends on your ability to take the initiative and be flexible. You will get out of it what you put in!

There are nine main areas in which GAP Assistants are employed:

- Junior School – Administrative Assistance (Mr Gordon Forrest)
- Senior School – Administrative Assistance (Mr Brad Fry)
- Physical Education – Games (Mr Ross Sullivan)
- Sport Program – General Assistance (Mr Peter Hassell)
- Library (Mrs Marcia Phillips)
- ICT – Facility Supervision
- After-Care Program (Junior School)
- Outdoor Education (Mr Andrew Reynolds)
- Boarding House Duties (Mr Alan Pitson & Head of House)

You can expect to have a timetable based around one of these areas which will be clarified at the time of your arrival.

### Gap Assistant Accommodation:

Gap Assistants are placed in either a room or small flat within one of the boarding houses. If in a room, you will have use of a staff bathroom close-by. Each flat has its own bathroom facilities. Basic kitchen facilities are available for use in the boarding house common room. Living within a boarding house guarantees that you will never be lonely! Maintaining an orderly and clean living environment is an



expectation of all GAP Assistants, and of course you will be expected to leave your accommodation in the same condition in which you found it.

Important: Please note that the boarding houses, including the GAP areas, close down during the December/January and June/July holiday period. Although you will still have accommodation during these times, meals will not be served in the School Dining Hall.

#### Other Staff on Campus:

Each of the boarding houses at Ballarat Grammar has resident staff. The Housemaster and his/her family plus one or two other staff members are living on site during term time.

#### A Typical Weekday in the Boarding House:

7.15am	Wake up commences.
7.30	Breakfast in the Dining Room.
8.30 (approx)	Preparation for school.
8.50	Classes commence.
10.50	Recess - The procedure at this time is dependant on the day of the week. Check your boarding house routine for details.
1.15pm	Boarders' lunch in the Dining Room.
1.45	Lunch-time activities – dependant on the day of the week. Check your boarding house routine for details.
3.30	School finishes and boarders return to their houses. Check your boarding house for details of after-school supervision.
5.45	Dinner in the Dining Room commences as per the roster.
6.45	House meetings.
7.00-8.15	First prep.
8.30 – 9.15	Second prep.

#### Attendance at Staff Meetings & Assemblies:

There is a regular Monday morning staff briefing that you will be required to attend when not on camp or away from the School.

#### Dining Room:

As a member of staff, you will sit at the High Table with other staff. There is always a vegetarian option on the menu should you require it.

#### General Dress Code:

For appropriate attire when at school during class times, refer to the current Staff Handbook. It is important to be appropriately dressed at all times so jeans are not an option. Long hair should be tied back and jewellery should be discreet. If helping with Physical Education, appropriate sports clothing needs to be worn. If in the Outdoor Education area, grubby clothes to work in the shed are fine. When working in the boarding house, casual yet smart clothing is acceptance such as jeans and a shirt.

#### Dress Code for Chapel/Assemblies/Formal School Functions:

In addition to weekly Chapel services for each house, boarders attend another service on Sundays. Appropriate dress would be skirt and blouse for women or trousers and shirt (tie optional) for men. Please note that attending Sunday Chapel services is required for all staff if they are on duty for the day.

### Personal Use of Facilities:

GAP Assistants are welcome to use the pool, weights' gym and games' gym. However, it is not appropriate to take advantage of this privilege while classes are being held. A key can be found in each of the boarding houses as well as the Staff Common Room.

### Relationship with Students:

As young Grammar staff members, GAP Assistants occupy a valuable bridging space between the students and older members of staff at the School. GAP Assistants are trusted to make their own sensible, mature decisions about their social activities and do need to ensure that they do not jeopardize their ability to effectively supervise the students they are responsible for. The following situations would constitute an infringement of the professional conduct expected of any staff at Ballarat Grammar:

- Any apparent favouritism of individual students.
- A physical relationship with a student.
- Procuring illegal substances for a day or boarding student.

### Payment:

In return for their assistance with the School environs, GAP Assistants will receive the following benefits:

- Free accommodation within the boarding houses.
- Access to three meals a day in the Dining Hall (excluding school holidays).
- Payment of \$100 per week (including holidays).

Please note that you will need to set up an Australian bank account as soon as you arrive in Australia.

### Laundry and Drycleaning:

Each boarding house has laundry facilities (washing machine and dryers) which you are able to use at any time, free of charge. An off-campus laundry service is available and boarders' laundry is collected on a specific day each week. GAP Assistants may use this service free of charge and there is a drycleaning service available within the Howitt Street shopping centre directly opposite the School grounds.

### Weekends:

When free of duties at the School, GAP Assistants can take the opportunity to visit local areas. There is also a program of weekend activities for boarders which Assistants are welcome to participate in. If attendance is as an assisting staff member, the activity is free of charge. Assistants would be expected to inform their Head of House of their movements off-campus.

### Telephone Calls:

Each boarding house has a coin and/or card telephone for outgoing calls. Incoming calls can be received on the house telephone. A local call from a payphone will cost you 40 cents regardless of the length of the call. Calls outside the local area are metered. Payphones take coins of any size from 20 cents to \$2, and some phones accept phone cards which can be purchased from newsagents and the School Office. Phone cards are available with values ranging from \$5 to \$20.

One of the easiest ways to make a phone call overseas is to use a Telstra PhoneAway card (\$10 or \$20 cards) which you can purchase from any post office. You dial the number on the back of the card (each card has a different number on it) then the country code and number you wish to call. There is a post office and public phone about a 2 minute walk from the School.

When ringing long distance within Australia, off-peak rates apply between 10pm and 8am every day. Weekend off-peak rates apply from 6pm on Saturdays until 8am on Mondays. For Country Area Codes, off-peak charging, time zones and costs, and international calls, see the services section at the front of the telephone book. A charge card from the UK is useful for phoning home – your parents will receive the bill! However, do not use it to phone other people in Australia as the call will be charged from the UK!!

### Mail:

Mail that arrives for you at the School will be taken to your pigeonhole. There is a post office in the Howitt Street shopping centre – post mail in the red post box. The yellow post box is for express mail only.

You will have access to the computer centre where you can establish an email address. The computer centre is open until 5.30pm each weekday, and on the weekend there is a computer in the staffroom which can be accessed. Also, each boarding house has approximately 2 computers which you can have access to 24 hours a day.

### Visitors to the Boarding House:

Due to the fact that your accommodation will be in a single sex boarding house, it is not appropriate to have guests of the opposite sex in your room. Female students are not comfortable with having male GAP staff visiting female GAP's rooms and vice versa. Boarding house and staff common rooms, and off-campus places are good places for GAP staff to socialise.

### Who Is Your Boss?

The Headmaster, as a representative of the School and School Board of Directors, is ultimately your employer. However, you are directly answerable to Mr Brad Fry (Deputy Headmaster) and Mr Alan Pitson (GAP Co-ordinator). Any concerns should be taken up with Mr Alan Pitson.

### What Happens During School Holidays?

A current School calendar or study planner will provide exact dates. They are very handy and have everything that is happening within the School inside. The major holidays are:

Easter	- 2 weeks	Sept/Oct	- 2 weeks
July	- 3 weeks	Dec/Jan	- 7 weeks (approx)

During these times all boarders return home. The dining room is not available for meals and there may be groups from outside the School community, the Australian Girls' Choir for example, using the boarding houses during these times. Although you are able to stay at the boarding house, it is advisable to make the most of the breaks and travel. On this note, there are 2 highly recommended ways to see Australia. 'OZ Experience' and 'Contiki Tours' are a great way to meet other young people and to travel around this great place they call OZ!

### Smoking:

Smoking is NOT PERMITTED at Ballarat and Queens Anglican Grammar School. This includes all buildings and all areas of the School grounds.

### Banking:

The most popular banks are the Commonwealth, National, Westpac and ANZ. Automatic teller machines for each of these are equally available. Make a choice based on personal experience. Opening hours are Monday to Thursday 9.30am – 4.00pm and Friday 9.30am – 5.00pm. Make sure you choose a bank that

is available all over the country if you intend on travelling interstate as this can cut down on unnecessary bank charges. Recommended banks for this would be the Commonwealth and the National.

### Driving:

VICROADS advises that even short-term visitors to Victoria that hold a licence, should sit a driving test before taking to the roads. However, it is acceptable to drive with an International Driver's Licence. This can only be obtained in your home country so be prepared! If you do arrive in Australia without an IDL and find out that you need one, you can send a copy of your driver's licence and a passport-sized photo to someone in your home country and they will be able to get one for you. Before you drive a car in Australia, check that the insurance company recognizes drivers with a International Driver's Licence. See your Co-ordinator if you are unsure about this matter. Be aware that most cars in Australia are standard and that Australians drive on the left-hand side of the road.

### ISIC Card & Concession Cards:

It would be ideal to obtain a public transport concession card that provides discounted travel. This is available from the train station and it is sometimes difficult to obtain. The School can help you with proof that you are a student here and can only be done once you are in Australia.

### Sending Money From Home:

International transfers to your account will take up to a week. Whoever is sending the money needs to know your exact account number. Australian banks charge approximately AUD \$25 for this service. Bank drafts cost less (Australian banks charge AUD \$8) but take longer to arrive as they rely on postal services.

Credit cards are the quickest way to transfer funds. You either require a card of your own or a second card on one of your parent's accounts. They deposit money into the credit card account, telephone or fax to let you know they have done this, then you use your card to obtain a cash advance and deposit the money into your bank account. The normal high interest charged on cash advances from credit cards does not apply because the cash is actually there to cover the advance. It is advisable to have an internationally recognized credit card (eg VISA, AMEX, Mastercard) set up before you arrive so that you can book holiday flights and hostel accommodation over the internet. It is also useful for emergencies! It is advisable to discuss methods of money transfers with your bank to work out the best method for your needs.

### Food & Beverage Outlets:

Ballarat has numerous food outlets providing everything from a sit-down Asian banquet to a casual Italian meal or a hamburger on the run. Pubs (hotels) often provide good value food with a band to listen to or karaoke. If you want to go somewhere special for a meal but cost is an issue, a BYO (bring your own) licenced restaurant will charge less for your meal and drinks than a fully licenced restaurant. McDonalds and KFC are also 'conveniently' situated right across the road!

### Health Service:

You will be required to take out private health insurance on arrival as a means of covering unforeseen expenses and ambulance services. However, it may be easier to take out health insurance alongside your travel insurance at the travel agent when you book your flight.

When you visit a doctor, take your Medicare number with you. Your health insurance covers you for the scheduled fee for seeing the doctor. Some doctors charge more than the scheduled fee; this means that you pay the difference, usually about \$5 or \$10 per visit. If the practice advertises 'bulk billing', you will be able to pay the difference at a later date. If not, you must pay the difference at the time of your appointment.

The closest medical practice to Ballarat Grammar is Ballarat Group Practice, Howitt Street, Wendouree. This practice does 'bulk bill'. Do not hesitate to approach the School Nurse for smaller questions and problems. They are on campus the entire school day and are very willing to help you out.

### Dentists:

Dental treatment in Australia is expensive. A basic check-up with no treatment will cost around \$30 but you can expect to pay \$95 for standard treatment such as fillings. Special insurance is available for dental cover. It is worthwhile if you are going to need a lot of dental treatment. For more information contact Medicare.

### Public Transport:

Local buses run regularly, about 2 per hour on weekdays. There is a bus stop outside the School on the corner of Howitt and Forest Street. A ticket costs 90 cents with concession and this is valid for 2 hours. It takes 20 minutes to get into the city from Wendouree. Timetables are available from a driver of Davis Buslines, the railway station, and David Buslines at 804 Norman Street in Ballarat.

Trains or V-Line buses leave for Melbourne from the station in Lydiard Street North. See the station for relevant timetables and to purchase tickets/make bookings on 5337 8565. Other long distance bus travel companies include Greyhound and McCafferty's.

The taxi telephone number in Ballarat is 131 008. Different tariffs apply at different times of the day but the journey from the School to the city centre will cost approximately \$10.

### Shopping (other than food):

Myer, Central Square, Sturt Street, Ballarat is a large department store where you can buy almost anything. Target is similar to Myer however the goods are cheaper. Kmart at Stockland Wendouree sells similar goods to Target.

It is a 5 minute bus ride into the city (Sturt Street) to these shops. As well as Central Square and Stockland Wendouree, Bridge Mall (bottom of Sturt Street) has a range of specialty shops. Ballarat does not have a market but there a number of excellent ones in Melbourne. Ask someone!

### Cinema:

Ballarat has one cinema called 'The Regent Multiplex' which has 6 or 7 theatres. Films are advertised in the local newspaper (The Courier) and on the billboards outside the theatre in Lydiard Street North. A concession rate is available to students but you must show your ISIC card to receive this. With the ISIC card, a movie ticket costs around \$10.50.

### STA:

STA Travel in Carlton or at Deakin University in Geelong offer low cost package holidays within Australia. The company originally catered just for students so know what they find interesting and how much they can afford to pay. Call these numbers for information about STA packages and brochures:

Geelong	03 5241 1929
Carlton	03 5234 74711

### Youth Hostel Association:

The YHA was established years ago to provide low cost accommodation for travelers, many of whom were students. Their network of hostels now covers most countries. If you are not already a member, an International Guest Card will cost approximately \$30 per year and entitles you to use all of the services.

The Victorian YHA organises some great low cost tours. A popular one visits the Otway Ranges, then travels along the Great Ocean Road as far as Port Campbell to see the Twelve Apostles rock formations. Accommodation is at Port Fairy, a small fishing town with many historic cottages.

For information on the YHA and application forms for membership, contact:

YHA Travel Centre

205 King Street

Melbourne

Telephone (03) 9670 7991

### Backpackers' Travel:

YHA were the original providers of low cost travellers' accommodation but in recent years a network of privately owned backpackers' hostels has sprung up all around Australia. They aim to offer clean, safe, friendly and affordable places to stay.

### Lake Wendouree:

Lake Wendouree is a beautiful, tree-lined lake situated about 5 minutes from the School. It is 6km in circumference and is a common spot for picnickers, walkers, joggers and rowers.

### Sport & Recreation:

YMCA is 4 km from the School. It has a heated swimming pool and gymnasium. There are also tennis, hockey, badminton, squash, soccer, and baseball clubs in the Wendouree area.

### Sovereign Hill:

Sovereign Hill is a re-creation of Ballarat's beginnings in the 1850's when it was a rip-roaring gold town. You can pan for gold, mingle with the costumed crowd as a coach comes in, watch the blacksmith and coachbuilder at work, and sample home-made sweets or cakes baked in a wood-fired oven. There are guided tours of the underground mine and gold museum. In summer, a sound and light show called 'Blood on the Southern Cross' brings the Eureka Stockade incident to life. Sovereign Hill (in Ballarat) is a fascinating place to visit.

### Ballarat Wildlife & Reptile Park:

This park houses a large collection of Australian animals, some of which you will be able to pat! You may join a group tour or just walk around by yourself. Other animal parks include Healesville Sanctuary, Melbourne Zoo and Werribee Open Plains Zoo.

### Weather:

Ballarat weather is known for its changeability and the saying 'four seasons in one day' comes to mind. It is a good idea to have a few woollen jumpers and a good warm coat as it can get really icy in the winter evenings. Mean maximum temperatures are:

Summer:	24.3 degrees centigrade	(Dec-Feb)
Autumn:	18 degrees	(March-May)
Winter:	10.8 degrees	(June-Aug)
Spring:	16.5 degrees	(Sept-Nov)

### The GAP Experience:

You will find your GAP experience one you'll never forget, and the amount you put in you will certainly get back tenfold. Don't hesitate to ask people for their help as you will find they are friendly and interested in you and your culture. It really is a fantastic time of your life, and not many people your age will be able to experience another country's culture to the extent you will be able to whilst living, working and eating the Aussie way!

### GAP ASSISTANT KIT LIST:

Ballarat Grammar is situated on the shores of Lake Wendouree in Ballarat. The School is old – the original School buildings are those of a traditional school of the early 1900's. The buildings are well heated in winter but not air-conditioned in summer. This means that the buildings are hot in summer but not cold in winter (however, no softies should apply!)

You are advised to bring the following:

- Appropriate clothing for teaching (ie smarter, less-revealing clothing). You will be given some Ballarat Grammar issue clothing for this purpose.
- Casual clothing that is cool (but conservative, not revealing please!) for the summer, and warm for the winter (winter day average temperature is 6-9 degrees Celsius, but often colder due to the wind chill factor!).
- Sports' clothing (you will be helping with games and sport coaching in the afternoons):
  - Shorts, tennis/games skirt, sport shirts with collar, shoes for court & field, sandals for swimming pool
  - Hats & caps (skin cancer is a major problem in Australia – someone stole the ozone!), sunglasses
  - Tracksuit, windbreaker & specialised sporting equipment depending on the sports you play.
- Integrated Programs:
  - Sleeping bag, daypack (small rucksack), rain gear, warm jacket – other gear needed will be supplied by the School.
- Photographs and memorabilia from home.
- Lots of energy and a sense of humour!