



Role Description

Title:	Boarding Supervisor	Location:	Toowoomba
Reports to:	Head of Boarding	Classification:	Boarding Supervisor
School:	St Saviour's College, McAuley House	Tenure:	Term Time, Continuing

1.0 Purpose

The Boarding Supervisor works as part of a team of responsible carers who provide a warm, friendly, homely environment and attend to the pastoral needs (social, emotional, intellectual, academic, physical, spiritual) of all boarders during their time as a resident of St Saviour's College, McAuley House.

2.0 Experience and qualifications

Essential

- tertiary qualifications at certificate level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications, and experience that are deemed by the employer as necessary to successfully carry out the duties of the position
- effective communication and relationship building skills including working with students from a diverse range of cultures and backgrounds
- an ability to be flexible and work a variety of shifts and hours, with sleepover shifts a requirement of the position
- demonstrated ability to work as part of a team
- experience using the Microsoft Office suite
- a current blue card for working with children issued by Blue Card Services, or the willingness and ability to obtain one before commencing
- a current Class C driver's Licence
- current Senior First Aid and CPR certificates
- empathy with the values and ethos of the Catholic faith

Desirable

- a current Class LR driver's Licence
- experience working in a school boarding facility or equivalent experience working with young people with a demonstrated ability to establish effective relationships and be a positive role model
- Duty Of Care A Certificate Course in Student Residential Care I and II through the Australian Boarding Schools Association, or the willingness to obtain one
- an ability to provide effective educational support for students during study periods and at other required times

3.0 Key result areas

- 3.1 ensure that the Boarding House is an environment where the self-esteem and sense of worth for boarding students is enhanced, and that values of responsibility, respect, and compassion are fostered and demonstrated by caring and supervising boarders with compassion, consistency, and fairness
- 3.2 maintain accurate records of day-to-day correspondence and events relating to the Boarding House and boarders
- 3.3 contribute to maintaining a safe and healthy work and learning environment whilst adhering to all health and safety policies and procedures
- 3.4 collaborate and communicate with others to ensure high professional standards are met
- 3.5 contribute to and promote the development, alignment, attainment, and review of the College Strategy and the strategic goals of the Diocese of Toowoomba Catholic Schools (TCS)
- 3.6 complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

4.0 Statement of responsibility

While at work the role holder must

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers

5.0 Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a duties statement that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

Duties statement

Boarding Supervisor

3.1 Ensure that the Boarding House is an environment where the self-esteem and sense of worth for boarding students is enhanced and that values of responsibility, respect, and compassion are fostered and demonstrated by caring and supervising boarders with compassion, consistency, and fairness

- understand and comply with college and Boarding House pastoral policies and procedures
- maintains accurate records of day-to-day correspondence and events relating to the Boarding House and boarders
- apply daily routines, aimed at ensuring the maintenance of a supportive, respectful, peaceful, and well organised community
- monitor and provide medical assistance, as required, in accordance with Boarding House policies and requirements
- supervise boarding students at all times; ensuring students are ready for their activities including school attendance, and evening or weekend activities
- manage minor discipline matters with guidance from the Senior Supervisor, if required
- ensure the dormitory, recreation, and dining room is maintained to the appropriate standard of cleanliness, hygiene, and appearance
- ensure a conducive and productive study environment; providing tutoring, as required
- ensure, monitor, and carry out security checks; lock up and alarm the Boarding House
- model to students appropriate behaviour, deportment, language, and personal hygiene
- attend boarding activities and participate in student orientations

3.2 Maintain accurate records of day-to-day correspondence and events relating to the Boarding House and boarders

- perform administrative duties including, but not limited to, keeping rolls, submitting relevant student reports, and recording incidents or breaches
- liaise with parents/carers and welfare guardians, as the need arises
- comply with all relevant legislation
- monitor the needs, issues, and concerns of students, and liaise with college staff
- positively represent the Boarding House and boarding students at college events when required
- inform the Head of Boarding of any issues and concerns regarding the boarders to ensure their ongoing care
- monitor and accurately record students' leave arrangements; ensuring students have been accounted for

3.3 Contribute to maintaining a safe and healthy work and learning environment whilst adhering to all health and safety policies and procedures

- be familiar and comply with all relevant legislation
- be familiar with emergency and evacuation procedures
- observe safe work practices in accordance with the college's policies and procedures
- identify and report all hazards or unsafe conditions, according to relevant procedures
- provide a safe environment for students

3.4 Collaborate and communicate with others to ensure high professional standards are met

- develop a strong, positive relationship with each boarding student and recognise their individual needs
- be helpful, pleasant, and professional in relationships with parents/carers and guardians; ensuring excellent and timely service is provided
- positively represent the Boarding House and boarding students at college events when required
- maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions, and seeking advice
- understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service
- establish and maintain effective communication networks and work collaboratively with stakeholders

3.5 Contribute to and promote the development, alignment, attainment, and review of the College Strategy and the strategic goals of the Diocese of Toowoomba Catholic Schools (TCS)

- contribute as a member of the college to achieving the strategies set out in both the College Strategy and the TCS Strategic Plan
- provide information and assistance in line with the college's policies, procedures, and guidelines
- attend professional development and staff meetings as required

3.6 Complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

- complete other duties, consistent with the duties and responsibilities of the position as directed by supervisors, line manager/s, or their nominated delegates