



## Role Description

**Title:** Boarding Assistant Supervisor

**Reports to:** Boarding Manager

**Classification:** Assistant Supervisor

### 1.0 Purpose

The role of a Boarding Assistant Supervisor is to work as part of a team of responsible carers who provide a warm, friendly, homely environment and attend to the pastoral needs (social, emotional, intellectual, physical, spiritual) of all boarders during their time as residents of the Boarding House.

Boarding Assistant Supervisors are concerned with all the tasks relating to personal care, residential accommodation, meals, study, after school and weekend recreation, and planned activities for the students.

Boarding Assistant Supervisors work under the supervision of senior staff on duty and the Boarding Manager who is responsible for the overall supervision and management of Boarding House.

The support provided by the role holder will be guided by:

- Jesus Christ and his teachings as understood and passed on by the Catholic Church
- other Catholic Church teachings, principles, and values
- relevant legislation, government requirements and best practice and
- Diocesan Strategic Plan, mission, vision, policies, directives, procedures and guidelines

### 2.0 Experience and qualifications

#### Essential

- current **'working with children check'** positive notice Blue card issued by the Department of Justice and Attorney-General
- experience working with young people
- an ability to respond effectively, calmly and with sensitivity and understanding to difficult and sometimes stressful situations
- an ability to be flexible and work a variety of shifts and hours, with sleepover shifts a requirement of the position
- the ability to work with students from a diverse range of cultures and backgrounds
- an ability to provide effective educational support for students during study periods and other required times
- a clear understanding of the importance and significance of the legal requirements of supervising students in terms of *Duty of Care* requirements
- demonstrated ability to work as part of a team
- effective verbal and written communication skills
- demonstrated experience working with the Microsoft suite of products
- empathy with the values and ethos of the Catholic faith
- current (Class "C") Drivers Licence
- current Senior First Aid and CPR or the undertaking to obtain

## Desirable

- experience working in a boarding facility
- class “LR” Driver’s Licence

## 3.0 Key result areas

- 3.1 contributes to and promotes the development, alignment, attainment, and review of the strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)
- 3.2 understands and complies with College and Boarding House Pastoral policies and procedures in the area of boarders’ wellbeing and learning
- 3.3 maintains accurate records of day-to-day correspondence and events relating to the Boarding House and boarders
- 3.4 ensures the Boarding House is an environment where each boarder’s self-esteem and sense of worth are enhanced and where values of responsibility, respect, and compassion are fostered and demonstrated by caring for and supervising boarders with compassion, consistency, and fairness
- 3.5 collaborates and communicates with other members of the College Residential Team and members of the other directorates within TCS to ensure that high professional standards are met
- 3.6 completes 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

- 4.1 The incumbent performs the role cognisant of and in harmony with the vision and mission of TCS. The incumbent will work cooperatively with other key stakeholders both within TCS and external agencies to ensure that services are delivered in a planned, coordinated, and strategic manner.
- 4.2 The role holder will engage in performance reviews in accordance with TCS policy and procedure.
- 4.3 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
  - co-operate 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 Authority limits

Authority to act within the role and enact the duties as outlined above is delegated through the Boarding Manager and from the College Principal with regular briefings on all significant matters. No authority to commit or expend funds exists.

## 6.0 Reporting and other relationships

The Boarding Assistant Supervisor reports to senior staff, dependent upon who is on duty. Other significant relationships exist with other Boarding Supervisors, Boarding Manager, Residential Staff, and College Principal.

## 7.0 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 Assistant Supervisor

**Please note:** this statement links to the key result areas in the Role Description

### **3.1 contributes to and promotes the development, alignment, attainment, and review of strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)**

- 3.1.1 contribute as a member of the College Residential Team to achieve the strategies set out in the TCS Strategic Plan
- 3.1.2 attend professional development as appropriate
- 3.1.3 document and report on the progress of initiatives in the TCS Strategic Plan as required

### **3.2 understands and complies with College and Boarding House Pastoral policies and procedures in the area of boarders' wellbeing and learning**

- 3.2.1 provide all boarding students with the best possible experience of a boarding education in a welcoming environment
- 3.2.2 check students present for morning, afternoon and evening activities and socialising
- 3.2.3 supervise evening and weekend study
- 3.2.4 attend and assist with and supervise breakfast, lunch, and dinner in the dining room as required for shift
- 3.2.5 attend and supervise Saturday / Sunday mass and evening prayer sessions
- 3.2.6 supervise grounds between after school and evening meals and ensure students are back in the dormitory at the required time
- 3.2.7 receive incoming calls from parents and respond to requests as required
- 3.2.8 liaise with senior staff on duty at all times with regard to the care and discipline of students
- 3.2.9 inspect dormitories to ensure cleanliness, hygiene, and appearance of each dormitory area and recreation and dining room area are maintained to appropriate standards
- 3.2.10 manage minor discipline matters with guidance from senior staff if required
- 3.2.11 refer all serious breaches of boarding discipline to the senior staff
- 3.2.12 attend Residential Team staff meetings and professional development days/sessions as required
- 3.2.13 administration of boarding files as required
- 3.2.14 comply with leave procedures
- 3.2.15 supervise attend and assist with student afternoon and weekend outings
- 3.2.16 ensure students are suitably prepared for school
- 3.2.17 transport students as required
- 3.2.18 be responsive and available to students and provide support to them when necessary
- 3.2.19 maintain a strong, relevant and visible presence in the Boarding House
- 3.2.20 develop a strong, positive relationship with each boarding student and recognise their individual needs
- 3.2.21 monitor the needs, issues, and concerns of students and liaise with College staff
- 3.2.22 inform the Boarding Manager of any issues and concerns regarding the boarders to ensure their ongoing care and keep written records of any incidents requiring additional action

- 3.2.23 mentor boarders to be self-sufficient and resilient problem solvers assist students with establishing effective study routines and time management
- 3.2.24 apply daily routines, aimed at ensuring the maintenance of a supportive, a respectful, peaceful and well organised community
- 3.2.25 be helpful, pleasant and professional in relationships with parents and guardians
- 3.2.26 actively promote a positive culture within the Boarding House
- 3.2.27 comply with all relevant legislation
- 3.2.28 monitor and provide medical assistance as required in accordance with Boarding House policies and requirements
- 3.2.29 positively represent the Boarding House and boarding students at College events when required

### **3.3 maintains accurate records of day-to-day correspondence and events relating to the Boarding House and boarders**

- 3.3.1 provide feedback on Boarding House policies, procedures, and routines
- 3.3.2 liaise with Parents/Carers and Welfare Guardians as the need arises
- 3.3.3 attend regular Boarding House staff meetings, assist in the generation of agenda items
- 3.3.4 build positive working relationships to align the Boarding House administratively with the whole College
- 3.3.5 follow set rosters as updated
- 3.3.6 keep mark rolls as required and other required paperwork updated
- 3.3.7 comply with all relevant legislation
- 3.3.8 each suitably qualified Supervisor will be responsible under guidance from the Boarding Manager, for one or more of the following:
  - 3.3.8.1 activities
  - 3.3.8.2 student orientation sign off

### **3.4 ensures the Boarding House is an environment where each boarder's self-esteem and sense of worth are enhanced and where values of responsibility, respect, and compassion are fostered and demonstrated by caring for and supervising boarders with compassion, consistency, and fairness**

- 3.4.1 take a positive interest in the welfare of each boarding student and ensure that all necessary records are kept
- 3.4.2 ensure a conducive and productive study environment and provide tutoring as required
- 3.4.3 ensure, monitor and carry out security checks, lock up and alarm the House
- 3.4.4 liaise with the Boarding Manager or senior staff regarding individual health needs of boarding students
- 3.4.5 monitor and accurately record students' leave arrangements so that they can be accounted for at all times
- 3.4.6 be a role model for students and display good behaviour, deportment, language, and personal hygiene
- 3.4.7 liaise with the designated senior staff at the commencement and conclusion of each shift on any boarding related matters

### **3.5 collaborate and communicate with other members of the College Residential Team and members of the other directorates within TCS to ensure that high professional standards are met**

- 3.5.1 maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions, and seeking advice
- 3.5.2 to understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service to TCS

- 3.5.3 establish and maintain effective communication networks with stakeholders.
- 3.5.4 work collaboratively with stakeholders

**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**

- 3.6.1 duties may include the completion of project work that presents itself during the course of the operational and strategic review of the actions associated with the TCS Strategic Plan or other College strategies