



POSITION DESCRIPTION

Position: Boarding Supervisor **Status:** Part Time; Term Time

Reports to: Head of Boarding **Date:** 2020

Classification: Boarding Supervisor

Purpose of Position

- Boarding Supervisors play an important role in creating a positive and open culture that encourages full participation in the study and extra-curricular programs within the school and within the Boarding community.
- The work demands a high degree of discretion, initiative, analytical skill and sensitivity to the needs of adolescents often from various cultural and socio-economic backgrounds. Boarding Supervisors must understand the importance of knowing each student as an individual.
- Boarding Supervisors are expected to model appropriate behaviors, values and attitudes that are beyond reproach and worthy of imitation.

Key Characteristics include but are not limited to:

Personal

- Ability to communicate professionally, effectively and positively with staff, students, parents and visitors in a way that upholds the dignity of the individual and contributes to the Mission of the College.
- Modelling Presentation values in daily living
- Demonstrated skills in establishing effective working relationships based on mutual respect between staff and students.
- The ability to respond effectively, calmly and with sensitivity and understanding to difficult and often stressful situations.
- The ability to use initiative for self-organization and flexibility to adapt and respond to changing demands.
- Ability to work collaboratively with other staff.
- Demonstration of tolerance, maturity, patience, tact and discretion at all times in the performance of duties.

Knowledge

- An understanding of the organizational and operational policies and procedures of both the day school and boarding house.
- A clear understanding of the legal requirements for the supervising of students in terms of Duty of Care.
- Demonstrated understanding and application of age appropriate and culturally inclusive approaches to the management of student behavior.
- A clear understanding of the importance of confidentiality and privacy in relation to all social interactions and ability to maintain same.

Supervision:

- Work will be carried out under limited supervision and may be checked in relation to overall progress.
- Broad guidance will be provided by the Head of Boarding.

Qualifications/Requirements

- Retain currency with First Aid and CPR certification
- Completion of Book 1 and Book 2 of *Duty of Care* course
- Suitability card for child related employment (Blue Card)
- Current manual driver's license
- Current manual LR bus license or willingness to obtain within set time frame
- Ongoing participation in Professional Development
- Participate in annual performance appraisal

Typical Duties - Typical duties performed may include, but are not limited to:

- Monitoring student movements at all times
- Accurate roll marking and detailed record keeping
- Regular written and verbal contact with parents and other staff.
- Ensuring the security of buildings and grounds
- The reporting of maintenance issues
- The provision of care for students who are unwell, in conjunction with the school nurse
- Escorting and supervision of Boarders at social functions
- The facilitation of activities for students within the boarding house
- The transportation of students
- Participation in prayer and liturgy within the boarding community
- Attendance at staff meetings
- Supervision of meals, study periods, bed time and end of term clean up
- Assist in the preparation of bed plans, charges and themed decorations at the beginning of each term
- Utilising a decision making process reflective of professional judgment and Duty of Care.
- Consistent application of rules and consequences, and standards of behavior.
- Undertake general office administration skills with demonstrated computer literacy.
- Applying an appropriate level of confidentiality and privacy to all interactions with students, parents, staff and members of the wider community.
- Perform all duties within the framework of the relevant day school and all boarding house policies and procedures.

- Apply information garnered at meetings or supplied in written communications to affect the smooth operation of the section of the Boarding House that you have responsibility for, whilst at the same time promoting unity within the Boarding Program.
- Seek a comprehensive handover, from the Boarding Supervisor on duty, at the beginning of each shift.
- Ensuring students rise, attend to personal hygiene, personal housekeeping and community duties.
- Additional assistance in the Boarding House as and when required
- Flexibility to assist with transportation of students outside of rostered work hours

- **General Terms of Appointment**

- Be supportive of the Catholic ethos of the school.
 - Support the Strategic Plan and the School Improvement Plan.
 - Take full responsibility for compliance with the Staff Code of Conduct.
 - Take full responsibility for compliance with all school policies and procedures.
 - Possess and maintain a current positive notice blue card for child related employment.
 - Comply with all requirements of St Ursula's College Student Protection Policy and Procedures.
- Given the dynamic environment in which the College operates, the Principal may alter the roles and responsibilities of this position at her discretion, in order to most effectively, serve the needs of the College.