Rostrevor College

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Boarding Supervisor

Position Information Document

Position Title	Boarding Supervisor
ESO Grade	3
ESO Stream	Boarding
Employment Type	Permanent
Line Manager	Deputy Principal
Key Working Relationships	Director of Boarding Boarding Coordinator Boarding House Administrator Boarding Supervisors & Boarding Tutors

Rostrevor College is a Catholic College owned and governed by Edmund Rice Education Australia, the local community and Principal are empowered with the responsibility of plotting the future course for the College; a course that best captures the aspirations of local families. In doing so, we use The EREA Charter and the four touchstones of Gospel Spirituality, Justice and Solidarity, Inclusive Community and Liberating Education to shape our planning as a contemporary College that is grounded in the Edmund Rice Tradition.

The importance of guiding and providing support to young people through living and learning at Rostrevor College cannot be overstated, especially as parents entrust the care of their son to the College and the staff of the Boarding House.

The Boarding Supervisor provides a high standard of supervision and care to the College's boarding students. The role actively engages in and supports the day-to-day supervision of students of the Boarding House. The Boarding Supervisor holds responsibility to support the pastoral care, study, supervision, co curricular activities and behaviour management of Boarding students. In particular, the Boarding Supervisor will collaborate with the Director of Boarding and other Boarding House staff in relation to the pastoral care of boarders, including behaviour management, and in associated administrative matters.

BROAD PURPOSE

Boarding Supervisors will hold special regard for overall care of each boarder. They will be responsible for supervising and supporting the students of the Boarding House at Rostrevor College. They will proactively undertake administrative duties, ensuring all documentation is completed as required, especially regarding student behaviour, attendance, and pastoral matters.

A Boarding Supervisor will possess:

- Experience working in a school or College environment, or in a similar organisational role
- Strong organisational skills and abilities, and be proactive in their time management
- A high standard of professional verbal and written communication
- Sound awareness and experience in ensuring workplace safety in school environments
- Hold, or have the capacity to obtain, the appropriate required clearance to work with children
- Understanding of, and commitment to, the Catholic and Edmund Rice traditions and ethos
- A friendly, positive, collaborative, and supportive approach to working with others
- A commitment to maintaining confidentiality in dealings with sensitive information and records
- A willingness to support progress and change

KEY AREAS OF WORK

The Boarding Supervisor will be required to undertake duties including, but not limited to, the following:

Student Supervision

- Actively supervise and engage with boarding students, promoting a positive environment within the Boarding House to ensure this is their home away from home
- Regularly monitor and supervise students in all areas of the Boarding House
- Support students in their understanding of College expectations regarding personal conduct

Pastoral Care & Student Wellbeing

- Work closely with the Director of Boarding and Boarding House staff in providing pastoral care and supporting the welfare of all students of the Boarding House
- Provide genuine care and support to the students of the Boarding House, and work with colleagues to create a positive, collaborative living and learning environment
- Support the wellbeing, behaviour education and behaviour management of boarding students
- As informed by the Boarding Leadership Team, engage with contemporary pastoral theory and practice as it applies to the care of boarding students
- Identify students of the Boarding House 'at risk', liaising with the other staff as needed to coordinate required supports, and in supporting students as guided

Boarding Operations

- Support and further develop the partnership of the College and Boarding House
- Engage in and support the day-to-day operations of the Boarding House effectively and efficiently
- Support students as they transition to life as a boarder, ensuring support and care and where necessary to facilitate the support of student, peers, and staff
- Support positive relationships for students, staff, and community, both within the Boarding House and more broadly throughout the College
- Undertake required administrative duties, such as contributing in Boarding House meetings, completing boarding reports, and recording student attendance
- Ensure professionalism and maintenance of professional practices and boundaries with students, and set a positive example for students of the Boarding House
- Perform regular checks of Boarding areas, reporting absences or concerns as they arise
- Under the guidance of the Director of Boarding, liaise with families of boarders and record contact with families appropriately
- Transport boarding students to and from the Boarding House as required, such as to medical appointments, co-curricular commitments and other activities and events
- Support the induction of new staff to the Boarding House, providing support as new staff learn the scope and duties of their role
- In line with the Rostrevor College Medication Policy, distribute medications to boarding students as required
- Engage in professional development opportunities identified to be of benefit to the provision of contemporary knowledge and practices in boarding roles and environments

Academic & Study Support

- Encourage and support students in their studies, liaising with staff regarding student learning
- Monitor the completion of homework and work requirements during designated study time

Faith Formation

- Organise, encourage, and participate in Faith Formation within the Boarding House
- Actively engage in the Catholic practices of the College, supporting students in their participation in Masses, Chapel and Prayer, and Reflection sessions

General

- On occasion, undertake reasonable duties during allocated sleep-time overnight, as required
- Perform any other duties in line with your current classification as required from time to time at the discretion of the Principal or delegate.

PERSON SPECIFICATION

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Demonstrated broad knowledge base and operational competency and experience to fulfil the requirements of the role. Experience working in a school boarding house (or comparable) environment is highly desirable.
- Excellent interpersonal and communication skills combined with experience in leading and supporting students and staff and contributing as a positive team member.
- Demonstrated ability in taking responsibility for own outcomes to fulfil the requirements of the role, including taking significant initiative and responsibility for supervising students and other staff.
- Work under a low level of supervision, but subject to direction, apply solutions to a range of problems and analyse and plan approaches to achieve effective outcomes.
- Identify and apply relevant skills and knowledge in some depth to most matters pertaining to the operations of a Boarding House, including operating within budget and financial delegations.
- Excellent organisational and time management skills to locate, analyse and evaluate information from a variety of sources to fulfil required tasks in a timely and competent manner and guide others to achieve same.
- Proficient computing skills and knowledge using Microsoft Office (i.e. Outlook, Word, Excel).
- Comprehensive understanding of and active commitment to always apply safe work practices.
- Demonstrated experience in the application and compliance of professional boundaries.
- Display a neat and tidy standard of dress suitable to the role requirements.
- Ability to always maintain confidentiality.
- Ability to effectively lead and support students and other staff during unexpected situations or emergencies and follow procedures required to manage these situations.

ROLE REQUIREMENTS

- A relevant qualification (e.g. Certificate IV in Administration, School based Education Support) and/or demonstrated equivalent competencies identified in relevant certifications at this grade.
- Act in accordance with the CESA Code of Conduct, EREAC Code of Conduct and all other applicable guidelines provided by EREAC and CESA.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid Qualification as directed by the school.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
    - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
    - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
    - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.