



## POSITION DESCRIPTION

**Title:** Boarding House Supervisor

**Reports to:** Principal through the Director of Boarding

**Date:** February 2019

Genazzano FCJ College is a high performing Catholic day and boarding school beginning with the Early Learning Centre (co-educational 3 and 4-year-old kindergarten) and girls only education from Preparatory to Year 12.

Reflecting the ideals and values of FCJ education, Genazzano FCJ College aims to promote the spiritual, moral and intellectual formation of its students. The Vision and Mission Statement describes the Genazzano graduate as a young woman with a passion for life, a love of learning and the courage and confidence to serve others. It also identifies an excellent academic program, a quality religious education, an intensive co-curriculum and an active engagement with issues of social justice as the means by which this vision can be achieved.

The Boarding House Supervisor will demonstrate a commitment to the values, mission and vision of Genazzano FCJ College, as well as the skills and knowledge to facilitate their achievement.

## EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Genazzano FCJ College is committed to creating and maintaining a child safe environment in which all students, including Aboriginal children and students with a disability, feel safe and are safe. Our College actively promotes the safety and wellbeing of all students and all staff members are committed to protecting students from abuse or harm in the College environment, in accordance with their legal obligations including child safe standards. A condition of employment is that staff are deemed to be persons suitable to work with children. Genazzano FCJ College has a *Child Safe Policy* and a *Child Safety Code of Conduct*. All staff members of the school are subject to and expected to comply with the *Child Safe Policy* and the *Child Safety Code of Conduct*.

## POSITION OBJECTIVE

- To ensure the provision of a high level of quality care, supervision and pastoral support to the boarders.
- To undertake the role of Supervisor in a way that espouses the ethos and values of the College

## KEY RESPONSIBILITIES

- Demonstrate a clear understanding of the duty of care for each student
- Ensure efficient organisation and administration of Boarding House routines and procedures
- Be a proactive team member who demonstrates flexibility, energy and enthusiasm and the ability to work collaboratively as part of the Boarding team and within the College community

- Ensure that the Boarding House is an environment where each student's self-esteem and sense of worth are enhanced and where values of respect, reason, responsibility, tolerance, cooperation and striving for excellence are fostered
- Ensure a strong emphasis is given to study commitments so that each student may fulfil her academic potential
- Support, supervise and promote involvement in and commitment to extracurricular programs through the College co-curricular activities and boarding community recreation and sport

#### **OPERATIONAL RESPONSIBILITIES**

- Care for and supervise students with compassion, consistency and fairness
- Assist in ensuring that all students comply with all relevant Boarding House and College policies and procedures
- Follow all College and Boarding House protocols in relation to student behaviour management
- Be aware of the Boarding House emergency, security and first aid procedures, and how to respond accordingly
- Be aware of students who have medical alerts and understand their medical management plans
- Attend College staff meetings and professional learning sessions as required
- Assist with excursions and functions as required

#### **ACCOUNTABILITY**

- This position is required to provide support to the Director of Boarding and support to the Boarding Staff team in accordance with the various Boarding House and College policies and procedures
- Whilst initiative and resourcefulness are integral to this position, decisions are to be made in strict accordance with the policies of the College and Boarding House.
- For implementation of Child Safe Standards, this position is accountable to the Deputy Principal – Child Safe Officer

#### **SKILLS AND EXPERIENCE**

- Experience working with young people is essential
- Previous Boarding facility Supervisor experience (or similar)
- High level interpersonal and communication skills
- Demonstrated ability to work independently and as part of a cohesive team
- National Police Record Check
- Working with Children Check
- Current First Aid Level 2 Certificate and Anaphylaxis training
- Current Food safety, handling and hygiene certification
- Current full Driver's Licence
- Willingness to drive the 11-seater mini bus and use own car to transport boarders on occasions
- Completion of or a willingness to complete the ABSA endorsed Duty of Care course in the first year of undertaking the role

#### **ADDITIONAL INFORMATION**

- This part-time position involves shift work, including weekends and overnight stays on a fortnightly rotating roster
- Meals will be provided whilst supervising. Hours of duty are worked during the term time only. Some out of hours work maybe required, generally at the commencement and the end of terms or for special events.