



GENAZZANO
FCJ COLLEGE

POSITION DESCRIPTION

Title: Boarding House Supervisor

Reports to: Principal through the Director of Boarding

Date: April 2021

The Genazzano FCJ College Boarding House is a Catholic Boarding House that embodies the charism of our founders, the sisters Faithful Companions of Jesus and is inspired by Ignatian spirituality. The College shares with their community a future-oriented and distinctive learning culture guided by reflection, wisdom, and service and empowers young children to transform the world with hope and care. Each person's dignity is an essential element in how the College lives out its vision and promotes the safety, wellbeing, and inclusion of all children and young people.

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 Indigenous students, International students and students with special needs, 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.

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.

POSITION OBJECTIVE

- To ensure the provision of a high level of quality care, supervision and pastoral support to the boarders.
- To provide an inclusive environment where staff work together to deliver equitable access while accommodating the diversity of needs of all students.
- 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

- Make reasonable efforts to accommodate the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable
- 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 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.