



## POSITION DESCRIPTION

POSITION	BOARDING SUPERVISOR	
SCHOOL / DEPARTMENT:	BOARDING	
POSITION REPORTS TO:	HEAD OF BOARDING HOUSE	
POSITION PURPOSE:	To provide high quality care for boarders in accordance with school policy and boarding procedures.	
MAIN PEOPLE INTERACTIONS:	<b>INTERNAL</b> Head of Boarding Head of Boarding House Boarding students Boarding staff	<b>EXTERNAL</b> Parents/guardians/associates Recreation providers

### ABOUT GREAT SOUTHERN GRAMMAR

**Mission Statement:** To provide a first-class education based on the principles of the Christian faith and led by highly committed staff.

**Our Commitment:** Great Southern Grammar (GSG) is committed to providing students with a well-rounded education that imparts valuable life skills and prepares young people to participate and achieve in their community and society.

**Our Values:** Integrity | Respect | Compassion | Commitment

**Expected behaviours and attitudes**

1. Actively support the School's Christian ethos;
2. Actively support a child safety culture, with a zero tolerance for child abuse;
3. Adhere to Great Southern Grammar's values;
4. Adhere to the School's Policy, Procedures and Codes;
5. Adhere to health and safety procedures and actively contributes to maintain a safe, healthy and hazard-free environment; and
6. Demonstrate:
  - o energy, enthusiasm and drive;
  - o diplomacy and tact;
  - o an ability to maintain confidentiality;
  - o honesty and an outstanding work ethic;
  - o loyalty to the role, people and the School;
  - o understanding of expectations of independent schooling;
  - o a positive and proactive attitude; and
  - o respect for self and others.



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KEY AREA	RESPONSIBILITIES AND TASKS
<b>ACTIVELY SUPPORT SCHOOL OPERATIONS</b>	<p>Comply with all relevant legislative, regulatory obligations, School's codes, policies and procedures;</p> <p>Complete administrative and operational activities in alignment with School's requirements; and</p> <p>Be willing to undertake tasks as requested by the Principal or their delegate.</p>
<b>EXPECTATIONS</b>	<p>Be supportive of the Head of Boarding, Head of Boarding House and fellow Boarding Supervisors;</p> <p>Ensure appropriate duty of care is provided to boarding students;</p> <p>Attend boarding meetings when required in a professional manner;</p> <p>Participate in staff professional development as required;</p> <p>Be conscientious and respectful of the co-educational nature of the boarding; and community, including following appropriate procedures.</p>
<b>RESPONSIBILITIES</b>	<p>Maintain a proactive manner, supervise and care for students with positive, fair and consistent interactions;</p> <p>Develop rapport with students under your care, maintain an enthusiastic approach and promote good family values;</p> <p>Liaise effectively with boarding and support staff on matters pertaining to student health, behaviour, academics, recreation and well-being;</p> <p>Arrive to your shift in a timely manner and depart only when you can ensure adequate duty of care is in place;</p> <p>Oversee general cleanliness of the House and rooms;</p> <p>Supervise students during meal times and study ensuring appropriate noise levels and manner is adhered to;</p> <p>Administer individual student medication, first aid and/or arrange medical attention if required;</p> <p>Record medical incidents/details on student's medical file;</p> <p>Communicate clearly and efficiently to parents, guardians and hosts in a manner that reflects the values and standards of the School;</p> <p>Adhere to timings of daily routines; and</p> <p>Complete roll calls, shift reports, pastoral care comments using the REACH data base system.</p>
<b>DAY BOARDING HOUSE SUPERVISOR RESPONSIBILITIES</b>	<p>Liaise with school Nurse regarding boarders' medical appointments;</p> <p>Transport boarders to any appointments or events;</p> <p>Order, purchase, collect and distribute supplies for the Boarding House on request;</p> <p>Collect mail from GSG Administration office;</p> <p>Distribute documentation, mail and newspapers to respective boarding houses;</p> <p>Communicate to Head of Boarding, Head of Boarding House, School Nurse, Catering Manager, Grounds Staff and Administration Office as directed;</p> <p>On call for Boarders' emergency daily needs;</p> <p>Provide supervision in the Nurse's Station to relieve nursing staff as required;</p> <p>Attend to general office administration including answering telephone calls, responding to emails, arranging and recording appointments; and</p> <p>Assist with laundry matters as required.</p>



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PERSON CRITERIA:	
<b>QUALIFICATIONS:</b>	<p><b>Essential</b></p> <p>Working with Children Check clearance; Satisfactory National Police History Check; Current First Aid Certificate; Current C class driver's licence; Hold appropriate Australian work rights; and Maintain the currency of specific expertise through a commitment to ongoing professional development.</p> <p><b>Desirable</b></p> <p>LR class driver's licence with F class endorsement; Certificate in Residential Care or a related discipline; and Current Aquatic/Open Water Rescue qualification.</p>
<b>KNOWLEDGE AND EXPERIENCE:</b>	<p><b>Essential</b></p> <p>Demonstrated experience in a similar role, ideally within a school environment; Knowledge of safe work practices; and Mandatory Reporting training, provided by the School.</p> <p><b>Desirable</b></p> <p>Experience using information and learning management systems and databases.</p>
<b>SKILLS AND ABILITIES:</b>	<p><b>Essential</b></p> <p>Strong conflict resolution skills, enabling harmonious and positive relationships with colleagues, students, and parents/guardians; An ability to respond effectively, calmly and with sensitivity and understanding to difficult and sometimes stressful situations; Strong written and verbal communications skills; Sound organisational skills with the ability to plan, organise, implement and record activities; and adhere to routines; Demonstrated ability to work autonomously and as part of a team; Sound problem solving and critical thinking abilities; Sound negotiation and behavioural management skills; Ability to contribute to academic and pastoral programs under direction of Head of Boarding and Head of Boarding House; and Strong ethical character.</p>

Instructions
<ol style="list-style-type: none"><li>1. Read the Position Description carefully.</li><li>2. If you need anything clarified, ask your Line Manager.</li><li>3. Keep a copy available for you to refer to at work.</li></ol> <p>Please note: As the needs of the School evolve, your Position Description may need to be revised. This would occur in collaboration between you and the Line Manager.</p>