

## Position Information Document: Girls Boarding Supervisor

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### Context

As a Catholic college in the Marist tradition, Sacred Heart College is “a centre of learning, of life, and of evangelising.” Marist schools lead their students and staff “to learn to know, to be competent, to live together and most especially to grow as persons” (Institute of Marist Brothers of the Schools, 1998, [126]).

The importance of guiding and providing support to young people through living and learning at Sacred Heart College during middle and senior years cannot be overstated, as parents entrust the care of their son and/or daughter to the staff of the Boarding House.

The Girls 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 Girls Boarding House. The Girls Boarding Supervisor holds responsibility to support the pastoral care, study, supervision, co-curricular activities and discipline of Girls Boarding students. In particular, the Girls Boarding Supervisor will collaborate with the Director of Boarding, Head of Girls Boarding, and other Girls Boarding staff in relation to the pastoral care of boarders, including behaviour management, and in associated administrative matters. Girls Boarding Supervisors will hold special regard for overall care of each boarder in the Girls Boarding House.

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### Broad Purpose

The Girls Boarding Supervisor will:

- Actively contribute to the Catholic dimension and values of the College.
- Work closely with the Head of Girls Boarding, Director of Boarding and staff of the Girls Boarding House to maintain the highest standards across all facets of the Boarding House.
- Under the direction and guidance of the Boarding Leadership Team, understand and respond to best practice standards and regulations for boarding.
- With the support of the Boarding Leadership Team, analyse and respond to issues as they arise within the Boarding House, resolving matters in a systematic, collaborative and effective manner.
- Work collaboratively with colleagues, parents and families, and students to facilitate the development of all boarding students of the College.
- Promote conditions allowing boarding students to achieve their maximum potential.

### Key areas of work

The Girls Boarding Supervisor will:

- Work closely with the Girls Boarding Coordinator, Director of Boarding and Girls Boarding House staff in providing pastoral care and supporting the welfare of students of the Girls Boarding House;
- Provide genuine care and support to the students of the Girls Boarding House, and work with colleagues to create a positive collaborative living and learning environment;
- Support and further develop partnership of the College and Boarding House;
- Engage in and support the day-to-day operations of the Girls Boarding House effectively and efficiently;
- Encourage and support students in their studies, liaising with staff as required regarding student learning;
- Support the wellbeing, behaviour education and behaviour management of boarding students;
- Actively supervise and engage with boarding students, promoting a positive environment within the Girls Boarding House to ensure this is their home away from home;

- Regularly monitor and supervise students in all areas of the Boarding House, including but not limited to Health Care Centre and Boarders Dining Room;
- As informed by the Boarding Leadership Team, engage with contemporary pastoral theory and practice as it applies to the care of boarding students;
- Support the induction of new staff to the Boarding House, providing support as new staff learn the scope and duties of their role;
- Identify students of the Boarding House 'at risk', liaising with the Girls Boarding Coordinator and Director of Boarding to coordinate required supports, and supporting students as guided;
- Support students as they transition to life as a boarder, ensuring support and care and where necessary facilitate the support of students peers and staff;
- Organise, encourage and participate in Faith Formation within the Boarding House;
- 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 Girls Boarding House;
- Perform regular checks of Boarding areas, reporting absences or concerns as they arise;
- Actively engage in the Catholic practices of the College, supporting students in their participation in Boarders Mass, Chapel and Prayer and Reflection sessions;
- Support students in their undertaking of College expectations regarding personal conduct;
- Monitor the completion of homework and work requirements during designated study time;
- Under the guidance of the Girls Boarding Coordinator and 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;
- In line with the Sacred Heart 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;
- 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.

## **Workplace health and safety**

Workers have a responsibility to:

- Take reasonable care for their own health and safety
- Take reasonable care to not adversely affect another person at work through acts or omissions
- Follow reasonable instructions given to ensure health and safety, and
- Co-operate with reasonable policies and procedures made available to staff, which are designed to protect people at work

In practical terms this means to:

- Use appropriate equipment and safe work procedures designed to ensure health and safety;

- Participate in training programmes as requested;
- Report unsafe/unhealthy conditions (hazards) in their work environment;
- Report incidents or near misses which have or could have caused injury, and;
- Become familiar with and follow the policies, procedures and information about WHS available to staff on Complispace.

### Behavioural Expectations and Fair Treatment in the Workplace

Employees of Sacred Heart College are expected to:

- Comply with the Code of Conduct for Staff Employed in Catholic Education SA;
- Comply with legislation, policies, procedures and protocols regarding the non-acceptance of any unfair workplace treatment – discrimination, harassment and/or bullying; and
- Report any concerns and/or ask questions or seek assistance regarding anything you are unsure about.

### Performance review

All employees are required to proactively participate in the College's Performance Development Program including periodic review.

### Acquire and maintain

The employee must acquire and maintain:

- Current Working With Children Clearance (Police Clearance) to work in Catholic Education SA;
- Current police clearance – with no financial convictions or disqualifications;
- Approved Mandatory Notification training (Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate);
- First Aid certificate or qualification (as applicable);
- Currency of practice and relevant certifications or registration required for the safe and effective execution of the role; and
- Awareness of, and compliance with, clearance and screening requirements for employees, volunteers and contractors.

### Conditions of employment

Employer:	Sacred Heart College
Award:	South Australian Catholic Schools Enterprise Agreement 2020
Category:	Education Support Officer
Stream:	Boarding
Classification:	Grade 3
Prime location:	Boarding House – Marcellin Campus, Somerton Park, but with flexibility to work at any College site as required.

## Reporting/working relationship

Line management from: Director of Boarding

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## References

- Institute of Marist Brothers (1998). *In the Footsteps of Marcellin Champagnat: A vision for Marist education today*. Institute of the Marist Brothers of the Schools; Sydney, Australia.