



St Joseph's School  
Port Lincoln

*In all things love*

# Boarding House Supervisor

## Position Information Document 2025

**Name:**

**Employment Status:** Education Support Officer  
Boarding House  
Grade 2

**Commencement Date:**

St Joseph's is a contemporary Catholic school living the Josephite tradition of justice, compassion and hospitality, igniting a love of learning. We have a proud history of providing excellent education in Port Lincoln for 130 years. Our students are supported to excel and become confident, respectful contributors to our global society.

### St Joseph's School Vision Statement and Values

#### Vision Statement

*St Joseph's is a nurturing Catholic school living the Josephite tradition of justice, compassion and hospitality, igniting a love of learning. Students are challenged to excel and become confident, respectful contributors to our global society.*

#### Values

*This vision is lived out through the core values of faith, hope, love in all things and respect for self, others, property and the environment.*

It is these core values that inform every aspect of our work at St Joseph's School as we educate our young students in partnership with their parents to be thriving people, capable learners and leaders for the world God desires.

### Key Working Relationships

- Principal / Deputy Principal
- Teaching and non-teaching staff
- Parents/caregivers, students, and other members of the school community
- Visitors
- External parties / stakeholders

### Broad Purpose

The Boarding House Supervisor works under the general supervision of the Boarding House Director and is responsible for providing an appropriate level of duty of care to students in the boarding house, including supervision, pastoral, and behavioural support as well as undertaking general administrative and other duties, as directed by senior staff.

## Key Responsibilities

### Duties include but not limited to:

- Read entries in communication book and action/respond as appropriate.
- Be accountable for whereabouts of students at all times.
- Attend to tasks as described on the written schedule for the shift or as directed by senior staff
- Attend to and supervise sick/injured students.
- Ensure that the boarding house is tidy at all times.
- Liaise with senior staff re persistent student behaviour problems.
- Report safety issues in accordance with reporting procedures.
- Report maintenance issues in accordance with reporting procedures.
- Provide escort for students to use school facilities out of hours.
- Be responsible for keys to facilities within the school.
- Transfer/transport students to and from Curriculum Extension Activities.
- Contribute to the spiritual dimension of the boarding house.
- Actively participate in staff and other meetings, school activities, training, and performance reviews, as required.
- Undertake other duties as required.

## Person Specifications

- A commitment to uphold and contribute to the Catholic ethos of the school, in particular the ethos in a Josephite School.
- Demonstrate relevant operational knowledge and understanding of activities required in a boarding house (or comparable) environment.
- Ability to perform a range of tasks and analyse, plan and apply a solutions to a range of problems.
- Ability to communicate effectively (verbally and written) with students, parents and staff.
- Enthusiasm and willingness to contribute to the life of the School.
- Understanding of and empathy for student's needs and feelings applicable to student's ages and be able to effectively supervise students.
- Ability to contribute to and support others as a positive member of a small team.
- Ability to work under general supervision and apply some discretion within specified guidelines.
- Ability to interpret available information, using discretion and judgment and take responsibility for own work and outcomes to specified standards.

- Competency using computers, specifically Microsoft Office Suite and Outlook.
- Good time management and able to effectively prioritise tasks.
- Demonstrated ability to maintain confidentiality.
- Demonstrated ability to remain calm and assist in dealing with emergencies and/or unexpected situations.

### Specific Requirements

- Applicable First Aid Certificate relevant to the role requirements
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate

### Work Health and Safety (WHS)

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must:

- take reasonable care for your 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 to, with any reasonable instruction given by the employer
- cooperate 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

Reference: Division 4, Section 28 – SA WHS Act 2012

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.