



ROSTREVOR COLLEGE
BOARDING SUPERVISOR
Position Information Document

CONTEXT

Rostrevor College is a Catholic College owned and governed by Edmund Rice Education Australia, the local community and Principal are empowered with the responsibility of plotting the future course for the College; a course that best captures the aspirations of local families. In doing so, we use The EREA Charter and the four touchstones of Gospel Spirituality, Justice and Solidarity, Inclusive Community and Liberating Education to shape our planning as a contemporary College that is grounded in the Edmund Rice Tradition.

The importance of guiding and providing support to young people through living and learning at Rostrevor College cannot be overstated, especially as parents entrust the care of their son to the College and the staff of the Boarding House.

The 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 Boarding House. The Boarding Supervisor holds responsibility to support the pastoral care, study, supervision, co-curricular activities and behaviour management of Boarding students. In particular, the Boarding Supervisor will collaborate with the Director of Boarding and other Boarding House staff in relation to the pastoral care of boarders, including behaviour management, and in associated administrative matters.

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| POSITION TITLE | Boarding Supervisor |
| ESO GRADE | 3 |
| ESO STREAM | Boarding |
| EMPLOYMENT TYPE | Casual |
| KEY WORKING RELATIONSHIPS | Deputy Principal Director of Boarding |

BROAD PURPOSE

Boarding Supervisors will hold special regard for overall care of each boarder. They will be responsible for supervising and supporting the students of the Boarding House at Rostrevor College. They will proactively undertake administrative duties, ensuring all documentation is completed as required, especially regarding student behaviour, attendance, and pastoral matters.

The Boarding Supervisor will:

- Actively contribute to the Catholic dimension, and EREA traditions and values, of the College.
 - Work closely with the Director of Boarding and staff of the Boarding House to maintain the highest standards across all facets of Boarding.
 - 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.
 - Be empathetic to the needs of the young people entrusted to their care.
 - Promote conditions allowing boarding students to achieve their maximum potential.
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KEY AREAS OF WORK

Student Supervision

- Actively supervise and engage with boarding students, promoting a positive environment within the Boarding House to ensure this is their home away from home
- Regularly monitor and supervise students in all areas of the Boarding House
- Support students in their understanding of College expectations regarding personal conduct

Pastoral Care & Student Wellbeing

- Work closely with the Director of Boarding and Boarding House staff in providing pastoral care and supporting the welfare of all students of the Boarding House
- Provide genuine care and support to the students of the Boarding House, and work with colleagues to create a positive, collaborative living and learning environment
- Support the wellbeing, behaviour education and behaviour management of boarding students
- As informed by the Boarding Leadership Team, engage with contemporary pastoral theory and practice as it applies to the care of boarding students
- Identify students of the Boarding House 'at risk', liaising with the other staff as needed to coordinate required supports, and in supporting students as guided

Boarding Operations

- Support and further develop the partnership of the College and Boarding House
- Engage in and support the day-to-day operations of the Boarding House effectively and efficiently
- Support students as they transition to life as a boarder, ensuring support and care and where necessary to facilitate the support of student, peers, and staff
- 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 Boarding House
- Perform regular checks of Boarding areas, reporting absences or concerns as they arise
- Under the guidance of the 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

- Support the induction of new staff to the Boarding House, providing support as new staff learn the scope and duties of their role
- In line with the Rostrevor 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

Academic & Study Support

- Encourage and support students in their studies, liaising with staff regarding student learning
- Monitor the completion of homework and work requirements during designated study time

Faith Formation

- Organise, encourage, and participate in Faith Formation within the Boarding House
- Actively engage in the Catholic practices of the College, supporting students in their participation in Masses, Chapel and Prayer, and Reflection sessions

General

- 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.

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 & SAFETY

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.