

# St Scholastica's College Position Description

## - Boarding Supervisor



St Scholastica's College is a Catholic Girls' Day and Boarding School in the Good Samaritan tradition, which recognises and respects the dignity and individuality of each person within our multicultural community.

We strive to develop each student's capabilities through a variety of quality learning experiences by emphasising the strengths of each student, promoting her individuality, providing educational challenges and the freedom to learn.

**Position:** Boarding Supervisor  
**Classification:** Boarding  
**Mode:** Full-time temporary position for 12 months

### 1. Role Purpose

Work as an effective member of the Boarding community whose primary focus is to promote the holistic well-being of all boarders.

### 2. Role Responsibility

As a Boarding Supervisor at St Scholastica's College, the Boarding Supervisor is responsible to the Principal through the Head of Boarding.

### 3. Essential Criteria

- Work as an effective member of the Boarding community whose primary focus is to promote the holistic well-being of all boarders.
- An ability to and experience working with girls aged between 12-18 years.
- A working understanding of active supervision and duty of care.
- Work in partnership with boarders and their families through open communication and nurturing authentic and professional working relationships.
- Maintain a firm but fair attitude that is consistent and in keeping with the policies and practices of the Boarding School and the ethos of the College.
- Ensure a sound study environment for boarders in order to achieve their academic potential
- Lead by example, presenting as a positive role model in terms of behaviour, grooming, hygiene and language.
- Be attuned to the overall, everyday needs of the boarders in your care
- Attendance at boarding staff meetings.
- Working knowledge of the legal obligations in relation to Duty of Care, Child Protection, Code of Conduct and WHS regulations, and support the policies and procedures in place.

### 4. Qualifications and Training:

- Must have Boarding experience.
- Must have a current Senior First Aid certificate.
- Must have a current Working with Children clearance number.
- Must have an unrestricted Driver's License.
- Must be prepared to undertake the ABSA Duty of Care Course if not already done so.
- First Attack Fire Training is an advantage.
- Medium-rigid bus license desirable.

### 5. Duty and Hour Requirements

- 40 Hours per week
- Weekdays with at least 48 consecutive hours off-duty
- On call overnight