

1. POSITION IDENTIFICATION

POSITION TITLE	Boarding Supervisor
REPORTS TO:	Director of Boarding
AWARD:	Congregation of the Missionary Oblates of the Most Holy and Immaculate Virgin Mary Non-Teaching Staff Enterprise Bargaining Agreement 2014 (or as updated)
CONDITIONS	Salary based on the schedule for Boarding House Supervisors and salary step determined by the applicant's qualifications and experience.

2. THE ROLE

Boarding Supervisors are an integral part of the Cebula Boarding Community. They play a key role in support boarders in the Cebula community through their role in supervising and supporting the students.

The Boarding Supervisor is in a position of immense trust and must be committed to ensure that the safety and wellbeing of children is foremost in their decision making and actions in the performance of their role.

As a member of the Mazenod College community, the Boarding Supervisor will promote the safety and wellbeing of children from culturally and/or linguistically diverse backgrounds as well as children of Aboriginal and Torres Strait Islander descent.

3. SPECIFIC DUTIES

3.1. PASTORAL CARE

- Provide high quality supervision to boarding students by being mobile and actively engaged with the students during supervision shifts.
- Report any concerns about the wellbeing of a child to Director of Boarding.
- Maintain appropriate behaviours when engaging with children that are consistent with College policies as well as legislative requirements.
- Provide assistance to students as needed overnight, especially in the event of illness.

3.2. SPECIFIC DUTIES

- Assist with the general day, evening, and overnight supervision of boarders.
- Supervise opening of the pool and gym.
- Liaise with other team members regarding student welfare / concerns.
- Oversee boarding recreation activities.
- Reception roster and signing in and out of students.
- Perform other duties and functions from time to time as directed by the Director of Boarding.

4. SELECTION CRITERIA

The Boarding Supervisor shall:

- be committed to supporting teachings and values of the Catholic Church
- be able to demonstrate an understanding of appropriate behaviours when engaging with children
- have excellent interpersonal skills
- have appropriate certification in First Aid, and bronze medallion (preferred not essential)
- be able to engage in ongoing training and learning in relation to the role
- have a current Working with Children Check and Department of Education Nationally Coordinated Criminal History Check
- have a current driver's licence (no P plates).

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