

1. POSITION IDENTIFICATION

POSITION TITLE	Boarding Supervisor
REPORTS TO:	Head 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	

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 be mobile and actively engaged with the students during supervision shifts.
- Report any concerns about the wellbeing of a child to Head of Boarding or Deputy Head of Boarding.
- Maintain appropriate behaviours when engaging with children that are consistent with College policies as well as legislative requirements.

3.2. OPERATIONAL DUTIES

- Read the communications diary and perform a change over with the outgoing Senior Supervisor who slept over, discussing any issues that will affect the smooth running of the day.
- Organise the wash-up crew for each breakfast. Wash-up should occur at a suitable time [approx. 9:30 am] Share with the Housemother the supervision of this.
- Ensure that the Y7-9 mobile phones & Laptops are accessible to their owners at approx. 12:00noon
- Ensure that there is always a Senior Supervisor or House Mother in the Boarding House. At all times be aware of the staff student ratios and if necessary a proposed event can be postponed or cancelled if in the opinion of Senior Weekend Day Supervisor the safety of the Boarding House or its students could be jeopardised.
- Follow the protocols for excursions, particularly when ad hoc events are planned
- Ensure that all team members are active and not passive in their engagement with/supervision of students.
- Ensure that supervisors do not engage in reading the papers, using their mobile phones for private communication, using their laptops or any PC for personal business. The only exception to this is on meal breaks.
- Discuss with the team when each will take any meal breaks, totalling one hour over the whole shift. Ensure that active supervision by the team is continuous.

Learn what you are in the eyes of God.

- Ensure that supervisors are mobile through all areas of the Boarding House and the grounds
- Assist/liaise with all supervisors and the kitchen staff to ensure that good manners are maintained, respect is shown to all kitchen staff, appropriate social behaviours occur and that students clean up after themselves promptly.
- By 12 noon, ensure that all information about sick students has been passed on by the House Mother so that correct care of students can be maintained throughout the day using an individual care plan.
- Be alert for information from the House Mother about prescribed medications that must be dispensed and follow the protocol.
- Ensure that all leave requests on REACH are sorted & backed up on the magnetic board.
- Engender interest in the events scheduled by the Rec Officer and have plans for other possible excursions or on grounds activities that can be offered on the shift.
- Have at least one on-grounds activity occurring each shift, run and supervised by one of the team. Be conscious of OHS issues and avoid physical activities that cover several age groups. Limit the number of students involved to a number that your supervisor can reasonably manage at once, given their experience and supervisory strength.
- Offer off ground activities run and supervised.
- Assist the evening shifts by organising excursion money for events scheduled to go out that night.
- Be a primary supplier of First Aid and medication in the absence of a Housemother.
- Check by 4pm that all prescribed medications due by that time of day have been dispensed.
- Provide the flexibility of action and supervision that is sometimes required on a shift to cater for the unusual occurrences that happen.
- Keep an “eyes open” approach for OHS and maintenance issues and record them in the diary.
- Seek assistance from/delegate to less busy members of the team or less experienced staff as necessary.
- Provide changeover to the incoming Senior Supervisors, identifying key issues in the communications diary, students requiring medication or with an individual care sheet.
- Perform other duties and functions from time to time as directed by the Head 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 Applied First Aid certificate (previously known as Senior First Aid).
- Be able to engage in ongoing training and learning in relation to the role
- have a current Working with Children Check
- have a current Nationally Coordinated Criminal History Check