

1. POSITION IDENTIFICATION

POSITION TITLE	Residential Boarding Supervisor
REPORTS TO:	Director of Boarding
AWARD:	The Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Agreement 2014 (EBA) (or as updated). Classification: Administration and Technical Officers
CONDITIONS	<ul style="list-style-type: none">• Salary based on the schedule for Boarding House Supervisors and salary step determined by the applicant's qualifications and experience.• Required to reside in the boarding house from 10pm and overnight for agreed evenings (live on campus arrangement).

2. THE ROLE

Residential 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 Residential Boarding Supervisor is responsible for maintaining the safety, and wellbeing of students in the boarding house during overnight hours. This role involves living on campus at no cost in a comfortable residential arrangement within the College boarding house, while providing an overnight on-call presence to any issues if they arise, which is paid at an hourly rate.

The position includes on-site accommodation and is well suited to an individual who has another daytime role or flexible employment, as paid active duties are generally limited.

3. KEY RESPONSIBILITIES

- Live on campus and provide overnight on-call presence for agreed nights.
- Be available five nights out of seven on a roster from 10.00pm for student welfare concerns during the night, responding calmly and appropriately to student needs, illness, or emergencies.
- Ensure the boarding house remains secure during overnight hours.
- Enforce boarding house rules and maintain a quiet environment after lights out.
- Maintain communication with the Director of Boarding or designated staff regarding any incidents.
- Complete brief incident or overnight reports if required.
- Morning handover to Boarding Supervisors / Director of Boarding / College Nurse as required
- Ensure emergency procedures are followed when necessary.

4. SELECTION CRITERIA

Skills and attributes

- Willing to live on campus, providing overnight on-call presence when required.
- Ability to manage situations independently overnight.
- Committed to supporting teachings and values of the Catholic Church.
- Commitment to student welfare and wellbeing, and demonstrated understanding of appropriate behaviours when engaging with children.
- Strong interpersonal and communications skills.

Requirements

- Provide First Aid certificate course (or willingness to obtain)
- Current Working with Children Check (WA) (or ability to obtain)
- Current Department of Education Nationally Coordinated Criminal History Check (or ability to obtain).
- Current Driver's Licence (WA) – no P plates.

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