



# ROLE DESCRIPTION

## BOARDING SCHOOL

## SENIOR SUPERVISOR

*In a special way, the boarding school provides a place of care and nurture and as far as we are able is to try to replicate the best that a good home will offer: care and support, order and discipline, respect for one another and the College's property – all manifesting the charism of Marcellin Champagnat and Marist College's Mission Statement.*

### POSITION

Boarding School Senior Supervisor

### ROLE

The Boarding School Senior Supervisor is responsible to the Boarding Leader, through the Assistant Head of College - Boarding in the important work of supervising and caring for the boys in the boarding school do so within the context of this Catholic College and all of its expectations and traditions.

### LOCATION

The Boarding School Senior Supervisor will be entitled to College provided accommodation as provided for in the relevant licence agreement.

### RESPONSIBLE TO

The Boarding School Senior Supervisor is responsible to the Assistant Head of College – Boarding.

### FUNCTIONAL RELATIONSHIPS

- Prime responsibility to the Assistant Head of College - Boarding for all matters relating to student well-being whilst in our care.
- Works closely with staff in the Day School, Student Administration, Curriculum and Pastoral Leaders.

### POSITION OBJECTIVES

The Boarding School Senior Supervisor will support the Aims and Values of the College by:

- supporting in word and action the Catholic and Marist identity of the College,
- where appropriate, leading the students in prayer or supporting others doing so,
- maintaining the highest Catholic standards regarding boys' language, behaviour and entertainments (videos etc.)
- maintaining 'best practice' in boarding and adhering to Boarding Policies and Procedures.

## KEY TASKS

- being vigilant in supervision, ensuring that a high standard of duty of care prevails at all times
- ensuring that sound processes are in place for a well-ordered boarding house – punctuality to meals and study, and politeness to staff, modelled by the senior supervisor's appropriate attitudes to the boys
- having high expectations on boys' hygiene in the cleanliness of the living areas and neatness of dress, and the good order of boys' cupboards and living areas
- establishing a happy and ordered lifestyle in the residence demanding respect for one another and giving respect to the boys at all times.
- supporting the school by ensuring that the boys' study expectations are well met, checking homework diaries where appropriate and signing or commenting in diaries for the benefit of classroom staff
- being encouraging of the boys' commitment to study, requiring punctuality, good order and effective work patterns in the studies.
- where appropriate, checking that homework is done.
- ensuring that the boys care for their living areas and for one another's property in the dorms.
- establishing safe behavioural practices in the living areas, always conscious of the risks faced if young boys are not given clear guidelines.
- reporting all damaged property to the Assistant Head of College - Boarding – especially when related to the safety of students.
- informing the Assistant Head of College - Boarding of any planned absence from meals to avoid wastage and abiding by parking requirements for staff vehicles.
- ensuring that workplace health and safety is observed, and maintaining the hygiene and cleanliness of all boarding staff living and eating areas.

## KEY DUTIES (All Supervisors)

The hours of duty may include duties such as morning wake-up, afternoon supervision evening supervision and weekends.

In addition, all Boarding Supervisors are expected to:

- be on the premises during their time of rostered duty;
- Abide by the Professional Code of Conduct;
- contact the Boarding Leader if special permissions for any boarding students are required;
- be the first point of contact for a boarding student during times of rostered duty;
- contact the Boarding Leader if required;
- attend full boarding school meetings at the beginning of each term;
- attend year level group meetings (for staff and students) when required;
- make out of school hours phone calls to parents when required;
- be available for boarding parent meetings when required;
- help with the regular prayer program for the boys in their Residence.

## Senior Supervisor Duties

- Assist the Boarding Leader with inducting new staff to the team.
- Be available to take boarding students to medical appointment or to hospital as required. This duty is shared with the Boarding Leader.
- Assist the Boarding Leader with inducting new students to the residence.
- Assume the responsibilities of the Boarding Leader when they are absent for no more than 4 weeks at any one time.
- Assist the Boarding Leader with Orientation day
- Attend to emergent issues.

## PERSONAL QUALITIES

The qualities of the person fulfilling this role would include:

- Professional and personal integrity;
- Strong cooperative and collaborative behaviour;
- High integrity and confidentiality;
- Flexibility and open-mindedness;
- Being both a leader and a team player.

## PERFORMANCE REVIEW CONDITIONS

The appointee to the position of Boarding School Senior Supervisor will be required to participate in the annual performance review program.