Boarding Supervisor

Position Title	Boarding Supervisors / Overnight Supervisors
Positions	Boarding Supervisor - $31.55 per hour part/time Boarding Supervisor (overnight) - $35.49 per hour p/t • *Casual employees' rate + 25% loading.* • *Wage increases aligned to the Catholic Employing Authorities Single Enterprise Collective Agreement – RI Schools of Qld.*
Department	Boarding
Reporting Responsibility	Dean of Boarding Deputy Dean of Boarding Leaders of Boarding
Supervisory Responsibility	None
Employment type	Part Time | Casual | During School Term Times
Annualised Salary Arrangements	Part time employees will be paid an annualised salary based on their rostered hours. This means an employee will be paid all year round, with their salary adjusted for periods of unpaid leave during school vacation periods. Should part-time employees work extra hours (above their rostered hours), these hours will be paid on a casual basis.
Role Description review date	November 2022

PREAMBLE

As an international School of the Sacred Heart, Stuartholme School is a Catholic day and boarding school situated in Toowong, Brisbane. Founded in 1920, the school continues the educational vision and mission of Saint Madeleine Sophie Barat, foundress of the Society of the Sacred Heart. Stuartholme School is committed to the Goals of Sacred Heart Education whereby we educate to:

1. A personal and active faith in God
2. A deep respect for intellectual values
3. Building community as a Christian value
4. A social awareness that impels to action
5. Personal growth in an atmosphere of wise freedom.

These goals are the essential principles and values of Stuartholme School, a forward-thinking and dynamic learning community whereby the individual child at the centre of the educational endeavour; the value of women is proclaimed; and respect for difference in all its forms is nurtured.

ROLE PURPOSE

The Boarding Supervisor is a member Boarding House staff and assists in the effective care and management of the Boarders assigned to the House in accordance with the "Sacred Heart Model of Boarding". The Supervisor is responsible to the Principal through the Dean of Boarding.

KEY AREAS OF RESPONSIBILITY

Pastoral Care—

- Ensure that appropriate supervision of students is provided at all times.
- Encourage sound homework and study habits and coordinate the timely actions of the students to perform personal daily routines.
- Maintain an atmosphere of care, security and good order in which Boarders experience a sense of welcome, belonging, value and respect for their individuality.
- Ensure that Senior Supervisors are provided with regular updates on issues relating to individual students.
- Monitor the general health and wellbeing of the Boarders in the House.
- Ensure the consistent implementation of effective procedures to oversee health and hygiene issues.
- Ensure that Boarders in the House keep their personal bedrooms and community spaces clean and tidy and respect the privacy and belongings of other Boarders.
- Assist in the induction of new Boarders.

Administration—

- Ensure that the handover process is effectively completed at the end of each shift.
- Dispense medication, when necessary, under the advice/instruction of the Nurse Manager or Nurses.
- Assist fellow Boarding staff to monitor and report on the involvement of Boarders in school co-curricular activities.
- Comply with procedures to ensure the supervision, safety, and security of all Boarders.

Workplace Health and Safety—

- Comply with health and safety instructions.
- Take action to avoid, eliminate or minimise hazards.
- Have an awareness of hazard/accident reporting and emergency evacuation procedures as outlined in the Boarding Handbook.

General—

- The Principal or Dean of Boarding may direct other reasonable duties from time to time.
- The School reserves the right to modify the position to meet its operational needs and rostered shifts may be adjusted from time to time to meet operational requirements. Should this occur, employees will be consulted before any changes are implemented.
- Extra shifts may be negotiated (e.g. to assist with managing unplanned absences or planned leave).

Mandatory requirements—

- Must hold a valid driver's license;
- Must hold a current Positive Notice Blue Card for Child Related Employment (No card, No Start).

KEY SKILLS AND ATTRIBUTES

Communication Skills—

- The ability to communicate effectively and calmly is vital – and this skill will occasionally be needed during difficult and stressful situations. Your ability to present a friendly, amiable personality helps put Boarders at ease and creates an environment where Boarders are more willing to interact with you, ask you questions or let you know of needs they may have.
- A significant portion of the job is to relay instructions to the Boarders and manage their schedule. Persuasive, and at times assertive, communication skills are important whilst endeavouring to (for

example) wind up activities up quickly to meet scheduled mealtimes, bedtime, or allocated study time.

- The ability to be calm and deescalate situations which may occur from time to time in a boarding environment (between adolescent girls) is critical. This could include, for example, the ability to support boarders during periods of homesickness, resolving misunderstandings and sisterly spats, health emergencies, and the standard problems encountered when supervising evolving adolescent girls between the ages of 12 and 18.
- At times you will need to demonstrate assertiveness and have the confidence to take control of a situation. You may need to be assertive to manage challenging situations by making sure Boarders are compliant with the School's standards of conduct. Appropriate use of assertiveness can also help other Boarders feel safe by showing leadership and concern for everyone's wellbeing.

Role-modelling Sacred Heart values—

- An ability and willingness to uphold and role model Stuartholme School's Goals of Sacred Heart Education.
- The ability to be a positive role model for students.

Boarding House Experience—

- A background and/or qualification in residential care would be considered an advantage.
- Experience in a similar position is preferred but not necessary.
- Experience with Boarding House administration IT systems (such as REACH) would be advantageous.

Personal Attributes and Experience—

- Experience in an occupation requiring interactions with adolescent girls or children (or experience in roles caring for people) highly desirable.
- A pleasant disposition and an ability to communicate with young women from various regions, multi-cultural and socioeconomic backgrounds is essential.
- The ability to work positively, cooperatively, and collaboratively within a team environment is essential.
- You need to be flexible. Unexpected situations may arise before or during a shift in the Boarding House. Changing weather conditions can mean weekend sport is cancelled, an unexpected blackout might impact scheduled mealtimes. You might be working with different Boarding staff each shift, or you may need to work a few extra minutes at the end of your scheduled shift to cover until a sick colleague's replacement arrives. Being flexible and working with each situation as it occurs is an essential requirement to keep things running smoothly for both the School and the Boarders.

HOW TO APPLY

Applications consisting of—

- a one page covering letter; and
- a current resume (which includes the contact details of three referees)

should be emailed to The Principal and sent to hr@stuartholme.com.