

Boarding Senior Supervisor



LORETO
COLLEGE

www.loreto.sa.edu.au

Role	Boarding Senior Supervisor
Employment Status	Permanent part-time
Commencement Date	As soon as possible
Terms	16.5 hours per week for 24 weeks in 2021 – Friday night/Saturday morning 7.5 hours per week for 25 weeks in 2021 – Sunday morning/afternoon
Classification	Education Support Officer Boarding House Stream Grade 3 Year 1
Responsible to	Director of Boarding

Loreto Mission

The Mission Statement for Loreto Schools of Australia states:

A vigorous belief in the capacity and responsibility of women to contribute significantly to society and to the church underlies the emphasis in our tradition on the education of girls.

It builds on Mary Ward's conviction that 'women in time to come will do much' and is inspired by her independence of spirit, her strength of mind, her tenacity and her courage in breaking new ground. Yet, for all her passion to redress an imbalance, her fundamental belief was that men and women alike found their deepest truth and ultimate value in God. There is still an urgent need today to recreate the vision of what it is to be fully human, for men as well as women. It is therefore our task to educate beyond the stereotypes. It is our hope that those involved in our schools will act freely, courageously and in a spirit of collaboration to affirm the dignity of each individual and to further the cause of human rights.

This is our vision: that Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.

All Loreto schools in Australia share the same set of values: freedom, justice, sincerity, verity and felicity. These values are at the heart of our educational philosophy and shape our identity as a school.



LORETO COLLEGE

Marryatville, South Australia

Position Overview

The Boarding Senior Supervisor has responsibility for assuming a leadership role and supporting a collaborative approach to the care of all girls in the Boarding House. The prime responsibility of the Boarding Senior Supervisor is the safety and general well-being of the girls in the Boarding House. The Boarding Senior Supervisor will have particular responsibility for the students in either Years 7-10, Year 11 or Year 12 and will maintain effective communication with the students' parents in the particular area of responsibility.

The duties of the Boarding Senior Supervisor will be directed by the Director of Boarding, mindful of the Loreto College goals.

Key Accountabilities	Responsibilities and Expectations
<p>Working Effectively</p>	<ul style="list-style-type: none"> • work closely with the Director of Boarding to ensure that the boarding house is a caring, compassionate community for boarders, within which appropriate behaviour management is exercised and an environment conducive to study is maintained; • be responsible for the welfare and safety of the boarders at all times; • ensure all boarders are accounted for at regulated periods throughout the shift; • organise the day to day routines in the boarding house, in particular the rosters and duties of the girls in your area; • encourage positive morale within the boarding house; • instil a high standard of politeness and develop an understanding and awareness of appropriate life skills; • attend to discipline issues as they arise; • notify the Director of Boarding of any sensitive matters via email; • assist girls and liaise with parents regarding leave; • ensure the Boarding House is kept tidy; • report any WHS issues immediately to the appropriate person and the Director of Boarding; • report any maintenance issues to Property Services Supervisor and forward copy to boarding staff; • be aware of and able to activate all security systems; • be accountable for all keys assigned to the Boarding Senior Supervisor; • in the absence of the Director of Boarding report matters of discipline and pastoral care to the Deputy Principal; • advise the Director of Boarding of any serious breaches of Boarding House guidelines;



	<ul style="list-style-type: none"> • be proactive in initiating leisure activities; • other duties as directed by Director of Boarding;
Communication	<ul style="list-style-type: none"> • communicate effectively with parents to assist them in supporting their daughter's development and well-being; • maintain effective relationship and communication with supervisors, support and teaching staff; • report all relevant issues promptly to the Director of Boarding; • contribute to the publication of the Boarder Newsletter;
Continuous Learning	<ul style="list-style-type: none"> • engage in professional development opportunities or associations in relevant areas which are external to the College; • take responsibility for achieving challenging personal professional goals; • develop and sustain a positive image and profile within the Loreto community; • engage in reflective reviews with Director of Boarding;
Mission and Ethos	<ul style="list-style-type: none"> • know, accept, embody, and develop the Loreto mission and values; • have a commitment to, and a clear understanding of, the ethos of a Catholic School and the Loreto charism of Mary Ward; • fully support the Catholic ethos by taking part in staff and student prayer, retreats, social justice activities and voluntary service; • role model Christian values in all dealings with students, staff and parents; • attend relevant school functions; • maintain confidentiality at all times and demonstrating high professional standards within the College and community; • provide consistent public support both within and outside the College for school-wide policy initiatives and strategic plans; • support and uphold the College's policies and procedures and the Child Safety Code of Conduct; • undertake tasks including creating, collecting, maintaining, using, disclosing, duplicating and disposing of information including managing and using communication devices (email, internet, telephone, network) in accordance with the College's policies, including Privacy Policy and Responsible Use of Technology Policy;



Person Specification – Essential Criteria

Knowledge and Experience

- Demonstrated ability to supervise students and a commitment to duty of care
- Demonstrated ability to establish sound working relationships with staff, boarding students and parents
- A desire to encourage and work in a positive manner with boarding students

Personal Qualities

- Excellent communication skills, both written and verbal, that can be used effectively with staff, students and parents
- Superior interpersonal skills, including the ability to listen and communicate effectively and empathetically to achieve successful outcomes
- Demonstrated ability to deal with sensitive information in a professional and confidential manner
- Ability to prioritise tasks, use knowledge and initiative to problem solve promptly
- Ability to practice effective decision-making, especially in pressure situations
- Ability to work independently, be self-motivated and proactive and also be an active and supportive contributor in a team environment
- Highly developed time management skills
- Demonstrated excellent administrative and organisational skills which are reflected in daily management

Qualifications and Skills

- Formal qualifications equivalent to Certificate IV in Community Services (Student Residential Care) or 2 years of full-time study, or be recognized as having equivalent competency
- Formal qualifications – Duty of Care Certificate in Student Resident Care, or be recognized as having equivalent competency is preferable
- Current Senior First Aid Certificate, including emergency asthma and anaphylaxis management training
- Current Working with Children clearance or DCSI clearance letter
- Responding to Abuse and Neglect Training Certificate



Applications

Applications for the position of Boarding Senior Supervisor should be addressed to:

Dr Nicole Archard
PRINCIPAL
Loreto College
316 Portrush Road
MARRYATVILLE SA 5068

Terms and Conditions

- All applicants will be required to attain and maintain police clearance to work in Catholic Education SA, approved Responding to Abuse and Neglect training and First Aid Training. Please attach any relevant certificates to your application.

Included with your application

Please provide a copy of the following documents:

- Address each of the Selection Criteria outlined in the position description.
- Your Curriculum Vitae
- The names, addresses and full contact details of three referees who may be approached.
- All applicants will be required to complete an Applicant Declaration Form for School Employees which is available on our website. This Form must be submitted with your application.

Closing Date

Applications close at 9.00 am on Tuesday, 27 April 2021

