

Boarding Senior Supervisor



**LORETO
COLLEGE**

Marryatville, South Australia

www.loreto.sa.edu.au

Role:	Boarding Senior Supervisor
Terms:	Permanent part-time
Commencement Date:	20 January 2026
Terms:	Tuesday – 3.30 pm – 9.00 am Wednesday (overnight) Wednesday – 3.30 pm – 9.00 am Thursday (overnight) 39 weeks per year (during school term time only)
Classification:	Education Support Officer Boarding House Stream Grade 3 Year 1
Responsible to:	Senior Director of Boarding and Strategic Projects

About Loreto

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.

Position Overview

The prime responsibility of the Boarding Senior Supervisor is to oversee the care, safety and general wellbeing of the girls in the Boarding House. As part of a supportive team, the role requires leadership of a Boarding Assistant and collaboration with parents. Strong interpersonal communications skills are essential in this role.

The position reports to the Senior Director of Boarding and Strategic Projects.

Working Effectively

- Ensure that appropriate supervision of boarding students is provided at all times.
- Work closely with the Senior Director of Boarding and Strategic Projects to maintain an atmosphere of care, security and good order in which boarders experience a sense of welcome, belonging, value and respect for the individuality.
- Monitor the general health and wellbeing of the boarders at all times.
- Ensure the consistent implementation of effective procedures to oversee health and hygiene issues.
- Ensure all boarders are accounted for at regulated periods throughout the shift.
- Supervise and assist students with study and homework.
- Participate in student activities and outings, as required.
- Attend and supervise breakfast, lunch and dinner in the dining room.
- Organise the day to day routines in the boarding house, in particular the rosters and duties of the girls in your area.
- Ensure that boarders keep their personal bedrooms and community spaces clean and tidy and respect the privacy and belongings of other boarders.
- 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 Senior Director of Boarding and Strategic Projects 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 Senior Director of Boarding and Strategic Projects.
- Report any maintenance issues to the Facilities Manager and forward copy to boarding staff.
- Be aware of and able to activate all security systems.
- Be accountable for all keys assigned to the Senior Boarding Supervisor.
- In the absence of the Senior Director of Boarding and Strategic Projects or Deputy Director of Boarding, report matters of discipline and wellbeing to the Assistant Principal: Wellbeing and Engagement.
- Advise the Senior Director of Boarding and Strategic Projects of any serious breaches of boarding house guidelines.
- Be proactive in initiating leisure activities.
- Communicate effectively with parents to assist them in supporting their daughter's development and wellbeing.
- Maintain effective relationship and communication with Senior Boarding Supervisors, Boarding Assistants, Resident Assistants and teaching staff.
- Report all relevant issues promptly to the Senior Director of Boarding and Strategic Projects.
- Contribute to the publication of the Boarder Newsletter.

- Engage in professional development opportunities or associations in relevant areas which are external to the College.
- Engage in reflective reviews with the Senior Director of Boarding and Strategic Projects.
- Any other duties as directed by the Principal.

Mission, Ethos and Ethics

- Know, accept, embody, and actively develop the Loreto mission and values.
- Demonstrate a clear understanding of, and commitment to, the Loreto charism of Mary Ward.
- Fully support and participate in the Catholic ethos of the College, including staff and student prayer, retreats, social justice activities, and voluntary service.
- Role model Christian values in all interactions with students, staff, parents, and the wider community.
- Maintain confidentiality and uphold high professional standards at all times.
- Publicly support College policy initiatives and strategic plans, both internally and externally.
- Support and uphold the College's policies and procedures, including the *Safeguarding Children and Young People Code of Conduct*.
- Responsibly manage information and communication in accordance with College policies, including the *Privacy Policy* and *Responsible Use of Technology Policy*.
- Undertake tasks involving the creation, collection, use, disclosure, duplication, and disposal of information with integrity and compliance.

Person Specification – Essential Criteria

Knowledge and Skills Required

- Demonstrated experience supporting adolescent girls in a residential environment or an education/welfare setting and/or working towards a qualification in education, psychology, youth work or counselling.
- Clear and compassionate understanding of adolescent girls, with the ability to foster safe, strong, positive and respectful relationships with our students.
- A clear understanding of the importance and significance of the legal requirements of the active supervision of students in terms of Duty of Care requirements
- Ability to work independently, be self-motivated and proactive and also be an active and supportive contributor in a team environment
- Ability to prioritise tasks, use knowledge and initiative to problem solve promptly
- Ability to practice effective decision-making, especially under sensitive and sometimes stressful situations
- Proficient IT skills and able to use IT systems effectively

Personal Qualities

- Availability to work sleepover shifts during school term.
- Demonstrated understanding of students from a diverse range of cultures and backgrounds
- A mature and sensible attitude
- Excellent interpersonal skills, including an open, positive and friendly disposition
- Excellent communication skills, both written and verbal, that can be used effectively with staff, students and parents
- Demonstrated ability to deal with sensitive information in a professional and confidential manner
- Exceptional organisational and time management skills

Essential Qualifications

- Formal qualifications equivalent to Certificate IV in Community Services (Student Residential Care) or working towards a qualification in education, psychology, youth work or counselling would be considered an advantage
- ABSA Level One and Two Certificate in Duty of Care or willingness to obtain Certificate
- Current Senior First Aid Certificate
- Current Working with Children clearance or DCSI clearance letter
- Responding to Risks of Harm, Abuse and Neglect – Education and Care Training Certificate
- Current Driver's Licence essential

Work Health and Safety

Teachers (including PORs), Non-teaching positions – WORKERS

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- take reasonable care for yourself and others in the workplace
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able, with any reasonable instruction given by the employer to allow the person to comply with the WHS Act
- cooperate with any reasonable policy or procedure of the employer relating to health or safety at the workplace that has been notified to workers
- do not bypass or misuse systems or equipment provided for any purpose
- report unsafe conditions or acts which come to your attention and address where possible. Notify your supervisor/manager of actual or potential WHS risks in your work area
- notify your supervisor/manager of incidents, injury, and pain or discomfort following a work-related injury/activity as soon as possible, preferably in the shift it occurs, but no later than 24 hours.

All workers are authorised to:

- stop any activity where there is imminent risk of harm to self or others and to the environment
- instruct others to stop a task considered to present a risk to health, safety and the environment
- raise and/or discuss health, safety, environment and quality matters with supervisors/managers or safety representatives where relevant
- notify a direct report and follow up on any health safety, environment and quality matters outside of one's ability or capacity to control
- escalate health, safety, environment and quality matters to an appropriate level

Accountability

Catholic Church Endowment Society Inc (CCES) utilises a number of accountability processes to assess performance relating to the implementation of management system responsibilities. These processes apply to all personnel and are performance based.

The key process may include:

- supervisory arrangements (in accordance with organisational and site management structures)
- system review and verification activities; and
- performance appraisals

Reference: Catholic Safety, Health Welfare South Australian, (12) v1

Annual Review

An Annual Review is undertaken with your line manager to provide feedback and discussion for professional growth.

APPROVAL

Job Description Approved

.....
Print Name

.....
Signature Principal or Delegate

.....
Date

.....
Print Name

.....
Signature Staff Member

.....
Date

November 2025

Applications

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

Ms Kylie McCullah
PRINCIPAL
Loreto College
316 Portrush Road
MARRYATVILLE SA 5068

Terms and Conditions

- Approved first aid training
- Responding to Risk of Harm, Abuse and Neglect – Education and Care certificate
- All applicants will be required to undergo a Working with Children Check and Catholic police clearance. Please attach any relevant certificates to your application.

Included with your application

Please provide copies 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 (including email address) 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 Friday, 14 November 2025