



## Boarding Residence Supervisors

### *'Inspiring Minds, Hearts & Spirits'*

Red Bend Catholic College Forbes, located in a peaceful rural setting with state of the art facilities, is seeking dynamic staff who will Inspire Minds, Hearts and Spirits. If you are passionate about making a difference in the lives of students, then we encourage you to join our Catholic Marist community.

### **We are currently seeking Boarding Residence Supervisors - Girls and Boys**

These roles provide supervision of boarders including the care and wellbeing of boarders, encompassing their academic, spiritual, social and physical development. ....

Situated in the heart of the Lachlan Valley in Forbes NSW, Red Bend Catholic College is a coeducational Year 7-12 day and boarding College. The College inspires an inclusive and engaging Catholic education in the Marist tradition, inspiring the minds, hearts and spirits of those in its care. The current enrolment is over 800 students.

### **Boarding Residence Supervisor**

Successful applicants will be required to demonstrate a willingness to support the Marist-Mercy traditions of the College.

General hours of work are 3.00 pm – 8.30 am, inclusive of overnight stay, two to four days a week. (This may include one day of a weekend with longer hours).

The successful applicant must be able to provide effective supervision of boarders. This includes the care and wellbeing of boarders, encompassing their academic, spiritual, social and physical development.

Applicants should forward a written application, supported by a personal and professional resume, giving details of background and experience, including two referees and a current Working With Children Check. Red Bend Catholic College is committed to child safety through the Marist Schools Australia Child Safeguarding Standards.

Please apply by email to **[employment@redbendcc.nsw.edu.au](mailto:employment@redbendcc.nsw.edu.au)**

The position of Boarding Residence Supervisor is classified under the Independent Schools (NSW) (Support and Operational Staff) Multi-Enterprise Agreement 2020.

### **Selection Criteria**

#### **Essential**

- Demonstrated willingness to support the Marist-Mercy traditions of the College.
- Previous experience in working with and relating to young people
- Computer skills in office applications
- Ability to work in a team environment with other supervisors
- Current First Aid Certificate
- Driver's Licence
- Working with Children Check

#### **Desirable**

- Light Rigid Vehicle Licence
- A skill or interest in a particular area, ie music, sport, craft, woodwork

#### **Privacy**

Red Bend Catholic College, as part of the recruitment process, will be collecting information about you. This information will be included in the recruitment file, and will be read by Administration and Executive Staff, and members of the interviewing panel.

#### **Equal Employment Opportunity**

The College aims to ensure fair, equitable and non-discriminatory consideration for all applicants, regardless of sex, ethnic or racial origin, or physical disability.

## Position Description

### ROLE RESPONSIBILITY

The Residence Supervisor is directly responsible to the Director of Boarding from whom they assume specific responsibilities for the boarders under their care. The expectations and duties of the Residence Supervisor (replacement Supervisors when acting in place of the Residence Supervisor) are as follows:

#### 1. *Professionalism:*

The Residence Supervisor, as an employee in a Catholic school, must be willing to demonstrate a support of the Catholic education philosophy, acting at all times in a professional manner. To this end the Residence Supervisor:

- Sets an example for the boarders in the way they perform their duties and present themselves
- Is familiar with all College and Boarding rules and policies
- Is familiar with all Child Protection Responsibilities
- Is aware of and fulfils their requirements associated with their duty of care when dealing with students
- Exercises a professional presence by being firm, fair, and friendly towards the boarders. They should avoid having "favourites" and allowing boarders to become too "familiar"
- Does not allow a boarder to enter the bedroom of a member of staff

#### 2. *Care of Boarders:*

The Residence Supervisor is expected to care pastorally for the boarders and to foster an environment within the Boarding community that is safe and secure. To this end, the Residence Supervisor:

- Provides basic level counselling, such as a listening ear or a word of advice, to boarders
- Supervises, with the assistance of the Health Centre staff, the boarder's personal hygiene
- Reports any cases of illness to the Health Care Centre and the Director of Boarding
- Checks the Residence before retiring for the night, even when returning from off duty and report any absentees to the Director of Boarding
- Ensures that any medication required by a boarder is recorded and available to the Health Centre staff and not kept in the student's possession

#### 3. *Prayer and Christian service:*

The College Boarding community provides boarders with the means to grow as active Christians in the Catholic and Marist traditions. To this end, the Residence Supervisor:

- May be required to lead the group of boarders for prayer
- Ensures that boarders participate in the liturgical preparations as required. This may require the residence supervisor leading the students in the preparation of the weekly liturgical celebration
- Encourages each boarder to become involved in community service activities

#### 4. *The Conduct and Behaviour of Boarders:*

The Residence Supervisor plays a key role in creating an environment where boarders live in harmony and where the rights of individuals and the community are respected. To this end, the Residence Supervisor:

- Encourages the fostering of harmonious relationships between boarders and staff
- Promotes and helps develop socially acceptable practices among boarders
- Familiarises the boarders with the Boarding community expectations regarding conduct and ensures that they are adhered to
- Does not delay in acting appropriately when misconduct occurs
- Avoids hasty decisions which can easily result in injustice and carefully investigates all aspects of breaches of discipline before deciding on the course of action to be taken
- Exercises disciplinary measures in accordance with the Boarding community expectations regarding conduct as set out by the Director of Boarding
- Informs the Director of Boarding of serious breaches in the expectations regarding conduct
- Is especially vigilant during unorganised recreational times

#### **5. *Scholastic Development of Boarders:***

The Residence Supervisor has an important role to play in the academic development of the boarder. For this reason, the Residence Supervisor:

- Liaises closely with the appropriate members of the teaching staff regarding the progress and performance of boarders
- Closely monitors the successful completion of homework and work requirements set for the boarders by the school
- Assists the boarder, where possible, at night study
- Informs the Director of Boarding when a boarder's performance at school or in the residence, in regard to application to study, is unsatisfactory

#### **6. *Leisure:***

Boarders should be encouraged and helped to develop constructive and healthy recreational pursuits. To this end, the Residence Supervisor:

- Ensures that the boarder maintains a suitable program of physical exercise
- Encourages the boarder to become involved in the sporting and cultural co-curricular activities of the College
- Arranges for each boarder to participate in at least one cultural excursion in the course of the year
- Accompanies boarders to socials, camps, excursions, etc. if deemed necessary by the Director of Boarding

#### **7. *Residence Life:***

For the harmony of the total group, it is important that boarders adhere to the Boarding community routine. To this end, the Residence Supervisor:

- Reinforces "Residence rules" in concert with those listed in the Boarding handbook and ensures that rosters and duties are satisfactorily carried out
- Keeps the Director of Boarding advised on any special Residence arrangements, particularly when these relate to times when the Residence Supervisor is off duty

#### **8. *Contact with Parents:***

The partnership between the parents of a boarder and the staff of the Boarding community requires a good level of communication. Hence, the Residence Supervisor:

- Maintains reasonably frequent contact with the parents of boarders in the Residence
- Liaises with the Director of Boarding when formal contact is being made with the parent
- Records all formal contact with the parent
- Ensure boarding report information is supplied to the Director of Boarding in a timely manner

#### **9. *Administration:***

The Residence Supervisor:

- Attends and contributes to the Boarding staff meeting
- Attends General Staff meetings when required by the Coordinator of Boarding
- Keeps a Residence roll for spot checks on boarders' whereabouts and to record boarders' attendance at meals, study and assemblies (if necessary)

#### **10. *Dormitories and Facilities:***

- Ensures that boarders care for Residence furniture and fittings
- Ensures that a high level of cleanliness is maintained in the Residence, showers, toilets and common room areas, the immediate surrounds of the residence

The Employer reserves the right to vary this position description in response to changing needs.