



MAZENOD COLLEGE

ROLE DESCRIPTION

Residential Boarding Supervisor

1. POSITION IDENTIFICATION

POSITION TITLE	Residential Boarding Supervisor
REPORTS TO:	Head of Boarding
CONDITIONS:	Contract of Accommodation

2. THE ROLE

Residential Boarding Supervisors are an integral part of the Cebula Boarding Community. Residential boarding supervisors enter into an agreement where they receive accommodation and meals gratis while undertaking to participate in the life of the Boarding and College communities.

The possibility of paid weekend shift work could be available.

The terms of accommodation for residential boarding supervisors are outlined in the Contract of Accommodation.

3. SPECIFIC DUTIES

The residential boarding supervisor has the following duties specific to the role

- Be available in their unit during the evenings in case of an emergency after 10.00pm from Sunday to Thursday inclusive until 8:30am (or a time agreed with the Head of Boarding) the following morning. Perform a randomly timed patrol of their area between 10:30pm and 11pm checking doors, electronic media items are off and boys settled in own beds. Respond appropriately to students if necessary.
- Assist in waking all students each weekday morning at 7:00am, sending them to breakfast and helping them to prepare for school. This may include transporting students to TAFE and other activities using the Boarding House car during that time. There will be a roster agreed between the residents to ensure that each resident is completes at least one duty per week. The agreed roster should be published in the supervisors' office. When there are earlier starts for students, supervisors will be called upon, on a rotation basis, to supervise these occurrences.
- Be available afternoons/evenings to assist in general duties at a time to be negotiated with Head of Boarding.
- When on the premises, assist in maintaining the general tone and discipline of the Boarding House
- Be available on the evenings boarders return from long weekends or school holidays from 6pm onwards to assist the Senior Supervisor in charge of the evening with general supervision of students.

- Maintain the unit provided at a level of tidiness and cleanliness that is considered, by the Head of Boarding, to be normal and reasonable.
- Perform other duties and functions from time to time as directed by the Head of Boarding.

4. CONDITIONS OF AGREEMENT

Residential boarding supervisors has the following duties specific to their role:

- Enrol & Complete a Duty of Care course and other mandatory training as required.
- Conduct their life in accord with the ethos of the College.

5. SELECTION CRITERIA

The Residential Boarding Supervisor shall:

- be committed to supporting teachings and values of the Catholic Church
- have a current Working with Children card
- have a current Nationally Coordinated Criminal Check
- have a current Applied First Aid certificate (previously known as Senior First Aid) or willing to obtain one.

6. TERMINATION OF CONTRACT

- If a residential boarding supervisor wishes to cease being a resident of the Boarding House, it is expected that they will provide at least four weeks of school days' notice. In some circumstances, this will mean more than four calendar weeks.
- Any issue that appears to contravene conditions of the agreement would be discussed with the residential boarding supervisor, the Head of Boarding and the Principal of the College to determine whether this Contract would be immediately terminated with immediate cessation of their tenure as a resident.
- If supervisors are unable to fulfil any other of the terms of the contract and have received in total two written warnings from the Head of Boarding, they will be required to leave the Boarding House on the third instance of a contractual condition not being met.