International Living Precinct (Boarding House) Supervisors

Position Description

Employment Type:	As per contract (temporary part or casual)
Normal Hours:	
Special Conditions:	This role works on a 24/7 roster working during school terms as well as the April and September/October school holidays. Taking part in the sleepover program for overnight care of boarding students is an essential requirement of this role. Timing of annual leave aligns with school holidays during July and December. Accommodation at the Boarding facility while working a sleepover shift is a feature of this contract, as is the provision of meals while students are present.
Classification:	Aligned with Grade 1 of **Educational Services (Schools) General Staff Award 2020** (Salary Level 2.1) Actual Salary will be dependent on hours/roster worked.
Area of Responsibility:	International Student Boarding
Position Location:	Secondary School Campus, Gloucester Ave, Belair
Responsible to:	Boarding House Manager

About St John's Grammar School

St John's Grammar School is an E – 12 Co-educational, Independent, Anglican School and is located in the hills at Belair, South Australia. St John's is structured into four sub-schools: The Early Learning Centre (3 and 4 Year Old Programs), Junior School (R-6), Middle School (Year 7-9) and Senior School (Year 10 – 12).

We offer a safe, nurturing, welcoming and positive environment for our students. Our long-term goal is to produce citizens who are articulate and confident young people with a social conscience, who can contribute to society and lead with tolerance and compassion for others as they live a thriving and meaningful life.

Position Objective

The International Living Precinct Supervisor is to provide support to the Boarding House Manager in the boarding operations. They will independently supervise students during out of school hours including learning support and assist with the general care of the Boarding facilities. Please note that, due to the small size of the Boarding House, the Supervisor will typically be the only staff member on a shift.

Working Relationships

This position will work alongside other Boarding House staff and will report to the Boarding House Manager.

Position Responsibilities

Support and Assistance of student living and learning by:

- Supervision and academic guidance of students during evening study session
- Supervision of students in the evenings
- Active supporting of students via regular walk-arounds, engaging in conversation, building trust, rapport and a sense of 'home'
- Ensure that rules of Boarding House are followed including application of curfews
- Accompanying students to medical appointments where required
- Overnight supervision of students
- Ensuring the Boarding House, including student bedrooms, is kept tidy
- Ensuring that students are well and are eating regular meals
- Ensuring that students are maintaining appropriate standards of healthy living, including showering, keeping room tidy, eating healthily, exercising, sleeping appropriate hours
- Promoting inclusion and a friendly environment
- Supporting students to resolve any conflicts
- Providing basic meal preparation for students at dinners and weekend lunches

Ensuring adherence of Boarding House rules includes:

- Ensuring students are home by curfew and stay home all night
- Ensuring students follow timetable expectations including study times, arriving at school on time, eating with others
- Ensuring technology curfews are followed
- Ensuring students follow laundry rules
- Ensuring bedrooms are ready to be cleaned as per schedule

Administration:

- Report issues pertaining to student attendance and behaviour to the Supervisor
- Use REACH boarding management system to submit duty reports, pastoral notes, take roll calls and undertake other tasks as directed
- Actively participate in staff meetings
- Other duties as directed

Candidate Profile

Qualifications

<u>Essential</u>

- Current First Aid Certificate (HLTAID012)
- Current Provide First Aid Certificate, Working With Children Check (WWCC) and Responding to Risk of Harm, Abuse and Neglect (RRHAN);

(If these qualifications are not current, the School will provide the resources to complete them.)

<u>Desirable</u>

- Holding or working towards a teaching qualification
- ABSA Duty of Care certificate

Experience

Desirable

- Sound understanding of the requirements for academic achievement

Skills and Abilities

- Competent interpersonal and verbal communication skills
- Ability to exercise a degree of independence in carrying out the requirements of the position with no immediate supervision present

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Conditions of Employment

Work Health and Safety

- Support the development and maintenance of a best practice WHS culture within the workplace.
- Adhere to safe work practices and encourage staff, colleagues and others on the work site to adhere to safe work practices.

Legal and Policy Requirements

- Comply with all relevant policies and procedures.
- Improve systems of work and safe practices.
- Satisfy all position related employment requirements, including providing Registration details as required, completing medical assessments and police checks etc.
- Demonstrate commitment to the St John's Grammar School Code of Conduct.

Performance and Training

- Participate in relevant compliance and other work related training and professional development as required.
- Participate in an annual review of performance in the role and review of this Position Description.

Special Conditions

- The Assistant will be required to work a variety of shifts that will include staying overnight in the boarding house on some evenings.

B Manifold
PRINCIPAL
St John's Grammar School
November 2026