



## St Francis De Sales Regional College, Leeton

Applications are invited from suitably qualified candidates for the following position:

<b>Position Title:</b>	Boarding Supervisor (Boys Dormitory)
<b>Reports to:</b>	Principal via the Boarding Co-ordinator
<b>Location:</b>	Boarding School
<b>Term:</b>	Permanent Part Time 35 hours per week (sleepover required)

### Context and Mission Statement

St Francis De Sales Regional College Leeton is a Co-educational Catholic School Office School. All staff support the Catholic ethos of the school in their relationships with staff, students and parents and in the manner in which they undertake their roles.

The Boarding Supervisor must exercise professional leadership, to *support the* Boarding House Community efficiently & effectively.

### CONDITIONS

- Employment is in accordance with, and adherence to, the principles and values of the Catholic Church, and is subject to regulation by the Enterprise Agreement 2015 – NSW and ACT Catholic Systemic Schools, relevant legislation and the Catholic Schools Office policies, practices and procedures as appropriate and amended from time to time. Appointment is conditional on meeting the requirements of the NSW Child Protection Legislation and a successful functional assessment.
- Must become familiar with the content contained within the following publications - 'Boarding Supervision Policy', 'An ABC of the Boarding House' and 'Boarding House Staff Handbook'
- Required to complete Professional Development as supplied and required by the College
- Work schedule involves 35 hours per week during school terms. This includes sleeping over Monday to Thursday nights inclusive.
- Self-contained living quarters are provided (at no charge) – a level of cleanliness and care of the accommodation is expected to be observed

- Other duties as directed by the Principal, or his/her delegates, that are within the capacity, qualifications and experience normally expected from persons occupying a position at this classification
- Completion of a weekly time sheet
- The successful candidate will be paid an averaged amount of \$2034.20 gross per fortnight.

### **Selection Criteria**

- An understanding of and commitment to Catholic Education
- Current First Aid Certificate
- Previous boarding supervision experience
- Current Anaphylaxis qualification
- Current CPR qualifications
- Light rigid bus licence
- Strong organisational and interpersonal skills
- Knowledge and understanding of working with students, preferably high school age.
- Application of a restorative justice process.

The successful candidate will be required to undergo a pre-employment functional assessment and complete Working with Children and Criminal History Checks.

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

Applications to be received by close of business, **8th December 2017**.

Further information can be obtained by contacting;

Leanne Allen

Business Manager

(02) 6953 3622.

All applications should be marked 'Confidential' and sent to:

*The Business Manager*

St Francis De Sales Regional College

102 Yanco Avenue

Leeton NSW 2705

Or emailed to [allenl1@ww.catholic.edu.au](mailto:allenl1@ww.catholic.edu.au)