



POSITION DESCRIPTION

BOARDING SUPERVISOR

Position Title: Boarding Supervisor	Department: Boarding
Reports to Position: Boarding Coordinator	Classification: School Officer & Service Employees (Boarding) - Boarding Supervisor
Award/EBA: Blackheath & Thornburgh College Enterprise Agreement 2025-2027	Position Status: Full time, term time

Position purpose

The Boarding Supervisor works alongside the Boarding Coordinator assisting them with the supervision of boarders. Our Boarding staff play an important role in creating a positive, caring and open culture that encourages full participation in study and cocurricular programs within the school and the boarding community.

Organisational relationships

Reports to: Boarding Coordinator
Directly supervises: Nil

Key responsibilities

- Implement the School philosophy with respect to staff, parents and boarders.
- Exercise a Duty of Care for boarders in their care. This includes attending to a boarder's social, physical, psychological, medical and personal needs.
- Active and purposeful supervision of boarders whilst in the boarding house / dormitory, during study, meals and at other times.
- Be accountable to the Boarding Coordinator and Director of Boarding when rostered on duty.
- Be professional in exercising duties. All staff will abide by the BTC Staff Code of Conduct.
- Work with the Coordinator and Director of Boarding in following guidelines and routines for the boarding house boarding house / dormitory.
- Complete appropriate documentation as required - Reach, incident reports, diary, activities board.
- Communicate effectively (written and verbal) with other boarding supervisors, coordinators and the Director of Boarding.
- Fulfil duties in relation to the Boarding Community as timetabled (e.g. study supervision, transporting of boarders, dining room, sports etc.).
- Complete overnight duty as directed by the Coordinator or Director of Boarding.
- Other relevant tasks as determined by the Principal and/or Director of Boarding.



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Sample Day Roster

Weekday Mornings 6:00 - 8:00am

- Ensure all boarders are out of bed at the correct time.
- Monitor the boarders in the Boarding House. Ensure boarders are ready for school on time.
- Check boarders' rooms and ensure that cupboards, beds and desks are tidy and floors clean.
- Organise daily boarder personal needs; medication, sick bay boarders, appointments etc.
- Check that the correct full uniform is worn by all boarders for the day.
- Ensure boarders have equipment for school day (diary, books, computer) and phones are locked in the dormitory office.
- Close and lock the boarding house / dormitory at the designated time.
- Send details to Reception of sick or absent boarders.

Weekdays after school 2:30-10:00pm

- Open boarding house / dormitory.
- Ensure afternoon tea is available (usually from the dining hall).
- Active "Roving" Duty around grounds / in house and common areas as appropriate.
- Monitor the boarding house / dormitory including follow up on routine behavioral matters and attending to boarder needs.
- Manage sign in/sign out procedures for boarding boarders through Reach.
- Ensure preparation of the following day's uniform (ironing / hanging).
- Active supervision of night study (prep).
- Active supervision of bedtime – monitor and ensure late study as required, and lock up of technology devices overnight.
- Liaise with day school staff regarding boarders' assessment tasks.
- Administer medications in accordance with College protocols and procedures and at the direction of the Health Centre staff.
- Monitor boarder hygiene and that their clothing is laundered regularly.

Sleepovers (As rostered)

- Accommodation in staff sleepover flat.
- Responsibility for on-call boarding phone.
- Respond to any boarder needs throughout the night.
- Ensure all boarders in rooms, lights out and boarding house / dormitory doors are locked and alarmed.
- Complete external area sweep.
- Boarder wake-up call in the morning, including early wakeups for sport or other activities.

Weekends (8am - 10pm Non-sleepover) (7am - 10pm sleepover)

- Ensure everyone is out of bed at the appropriate time (dependent on activity).
- Organise and supervise activities to build community and to fulfill the needs of boarders over the weekend.
- Organise clean-up as appropriate for Saturday or Sunday.
- Active supervision of study sessions and all periods of free time between set activities.
- Active supervision of the evening routine.

Dining Supervision:

- Take roll and ensure all boarders in the boarding house / dormitory have dinner (or a meal kept).
- Be in the dining room during boarder meal times.



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- Active supervision of boarders entering the dining hall, collecting meals and making their way to seating.
- Supervise portions taken by boarders.
- Supervise cleaning and stacking of plates & ensure cutlery does not go into the bin.
- Ensure boarders wipe their tables and clean up front servery benches (as per year group roster) before leaving.
- Ensure boarders leave the dining room in an orderly manner, when all meals are complete.

Study (prep) supervision:

Study supervision commences at 6:30pm:

- Ensure boarders leaving the dining room quickly collect their study materials and head straight to their study area.
- Ensure boarders are seated at desks and re-allocate based on behavior / optimal study performance.
- Foster an environment in which learning/study occurs.
- Heads of Boarding will allocate study supervision roles based on the requirements of the day.
- All supervisors take the lead role in establishing a positive working environment.
- Specific study supervisors will take the lead role in study assistance.

Skills and abilities

- Ability to multi-task.
- An appreciation of the particular dynamics surrounding people living and working together.
- Previous knowledge and understanding of School processes (advantage).
- High level of confidentiality and resilience.

Qualifications/Experience

- Working with Children Check – Australian Blue Card (current) including police check (current or ability to obtain)
- Australian Boarding School Association Duty of Care Course (preferable but not essential)
- Senior First Aid Certificate (preferable but not essential)

Disclosure

Prospective employees of Blackheath and Thornburgh College are required to disclose any criminal history (including convictions that are not recorded) and/or current charges. A criminal conviction or charge will not automatically exclude an applicant from consideration for employment with the College. Criminal history checks will be undertaken on the preferred applicant.



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Additional requirements

All employees of BTC are required to:

- Maintain a degree of flexibility in working hours from time to time as required for the position.
- Accept that the College reserves the right to modify the position to meet its operating needs.
- Assist and relieve in other positions from time to time and undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by your line manager or the Principal or their representative.
- Demonstrate support for the College's philosophy, policies and procedures and core values.
- Maintain confidentiality of boarder's information in accordance with the College's privacy policies.
- Report any reasonable belief that a child's safety is at risk as per the College's policies and procedures and escalate concerns to your line manager or the Principal (as applicable).
- Demonstrate safe behaviour at all times and comply with the College's Workplace Health & Safety policies. Promote awareness of safety practices in the workplace through personal behaviour and conversations. Report all incidents including potential hazards to your line manager or the WH&S Committee.