



## POSITION DESCRIPTION

Position Title: Overnight Residential Supervisor

Department: Boarding

Employment Type: Full-time & Part-time

Classification: Residential Staff

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### ROLE

The Overnight Supervisor will exercise a duty of care to student in our residential houses whilst managing, recording, and promptly resolving any issues that arise after hours.

### PURPOSE

To assist in the provision of a quality and caring residential environment for students in which they have the opportunity to reach their full potential.

### PROFESSIONAL RELATIONS

St Brendan's College aims to foster a positive, collegial working environment that is rich in collaboration, encouraging cohesion and enthusiasm as a team, to meet the organisations Vision.

### Organisational

This position reports directly to: **Assistant Principal - Residential**

### Internal

- Display a positive attitude and be an active member of the team.
- Treat others with respect.

### External

Employees are to adhere to a high level of professional competency and ensure that behaviour and personal presentation reflect the College's values and professional expectations.

### PRIMARY RESPONSIBILITY

It is the responsibility of the Overnight Supervisor to supervise the College Residential precinct and respond to student needs as required.

### Duties

- Exercise a duty of care at all times.
- Implement school philosophy and mission statement to students in residence.
- Implement school policy and Principal's direction where applicable to students in residence.
- Manage, record and promptly resolve any issues arising after-hours.
- Liaison with the School Nurse, or other staff as required to ensure full time care is continual and consistent.

- Inspect the Boarding precinct at random times throughout the night shift.
- Boarding Administration tasks as required.
- Respond to any after-hours questions or requests from parents or external stakeholders.
- Liaise with parents and AP-Residential, Head of Residence or Assistant Head of Residence to call an ambulance or emergency care as required by the needs of the students that present throughout the night.
- Respect the expectations of the school and the rights of the student.
- Report to the Principal or AP Residential when appropriate matters should be drawn to their attention.
- Undertake Professional Development in order to deliver a better service to the students.
- Undertaking work in a manner that complies with Edmund Rice Education Australia (EREA) and St Brendan's College policies, procedures and values.
- Support the strategy and vision of St Brendan's College.

### **Key Performance Area**

Active Overnight Supervision

Residential Administrative support

College Policy and WHS Compliance

Positive Contribution to St Brendan's College community

### **Professional Development**

Employees are encouraged to commit to ongoing self and professional development to ensure engagement in the process of lifelong learning.

- Attend and contribute to College-directed professional development opportunities.

### **Qualifications and Experience**

Tertiary qualifications at Certificate level or equivalent qualifications relevant to the position or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position.

### **Essential Criteria**

- Be willing to be involved in co-curricular activities of the College.
- Criminal History Check
- Blue Card

### **WORKPLACE HEALTH AND SAFETY**

CompliSpace Staff Learning System Induction Modules

Departmental Induction

### **Job specific**

- Undertake Duty of Care training.
- Possess a good understanding of and empathy for the various cultural groups at the College

### **ADDITIONAL FACTORS**

- The Principal and/or Deputy Principal may direct completion of other reasonable, relevant duties.
- Follow direction provided by members of the College Leadership Team (CLT), where authorised.

## **EMPLOYMENT AT ST BRENDANS COLLEGE**

Prospective applicants should consider that all employees at the College are expected to:

- Support the ethos and aims of Catholic education in the Edmund Rice Tradition;
- Operate with Gospel Values of compassion, justice, truth and service at the core of your dealings with students, parents, staff and the wider community;
- Have an awareness of, and support for, the Charter and key EREA policies, procedures and practices;
- Be familiar with and have the ability to work towards achieving goals outlined in the Strategic Plan;
- Operate within the EREA Code of Conduct.
- Be supportive of the social justice, cultural and sporting co-curricular programs of the College;
- Have knowledge/awareness of Equal Opportunity and Anti-Discrimination requirements applicable in the work environment.