



Position Description

Boarding Supervisor

Position title	Boarding Supervisor
Reports to	Director of Boarding
Employment Type	Casual

Role Description

The Boarding Supervisor supports the Director of Boarding to ensure the effective, safe and nurturing daily operation of the Boarding Precinct. Grounded in Marist and Catholic values, the role provides strong pastoral, administrative and wellbeing support to boarders, while maintaining positive relationships with staff, parents and the wider College community. With a focus on safety, engagement and continuous improvement, the Boarding Supervisor contributes to a boarding environment where students feel valued, supported and able to thrive. They are expected to uphold all legislative obligations related to Child Safeguarding and Occupational Health and Safety, in alignment with College policies.

Key Areas of Responsibilities

- Foster a safe, caring and inclusive boarding environment aligned with Catholic and Marist values and child–safeguarding protocols.
- Demonstrate patience, flexibility, empathy and compassion towards students to build trust and create a nurturing environment
- Support the wellbeing, behaviour, and academic growth of all boarding students.
- Assist with the effective daily administration, communication and operational routines of the Boarding Precinct.
- Maintain strong partnerships with parents, staff and leadership to ensure consistent, transparent and proactive communication.

Key Duties

- Support the daily routines, supervision and operations of the Boarding Precinct to ensure a safe, structured and welcoming environment.
- Complete administration tasks related to the running of the Boarding House such as; keeping spaces tidy, laundry and restocking supplies.
- Provide pastoral support to boarders, including identifying those at risk and working collaboratively with wellbeing and leadership teams.
- Administering boarders' medication and work with the Heath Centre staff to support the health needs of boarders.
- Uphold behaviour expectations and resolve issues or conflict using Restorative Practices and boarding processes.
- Assist in the induction and transition of new boarders, promoting belonging and

positive peer connections.

- Assist with supervision of dining, recreation, study and wellbeing activities to promote balanced boarder development.
- Communicate effectively with parents/guardians regarding boarder wellbeing, routines and concerns.
- Encourage boarders to excel academically, monitoring their study habits, and helping when needed.
- Communicate with day-school teachers and parents about boarders' study habits and seek assistance when needed.
- Organise and supervise extracurricular activities, social events, and educational programs to enrich boarders' experiences.
- Monitor and document boarder information and daily operations using systems such as Orah and/or the College's LMS.
- Contribute to the development and review of boarding policies, procedures and administrative processes, actively participating in team meetings and professional development as required.
- Support the liturgical, prayer and faith life of the Boarding Precinct, including attending Mass and liturgy celebrations as needed.
- Ensure compliance with Child Protection, Safeguarding and OHS requirements, including reporting concerns and following safety procedures.

Membership

The Boarding Supervisor work **in collaboration with:**

- Director of Boarding
- Boarding Staff
- Wellbeing Staff
- Health Centre staff