



ESPERANCE ANGLICAN COMMUNITY SCHOOL

Boarding House Supervisor Duties and Responsibilities Statement

POSITION TITLE	Boarding House Supervisor
REPORTS TO	Principal through the Head of Boarding

PREAMBLE

The Principal is responsible to the School Council for the effective and efficient operation of our School. They are responsible for all staff appointments. The Principal delegates to other persons, aspects of his responsibility regarding the day-to-day supervision of staff, the administration of curriculum and the management of students, staff and parent services.

We are proud of the way our students, parents and staff have helped to create a regional community that embraces individuality, while achieving an overall sense of unity. Our founding vision, "Educating the whole person – in mind, body and spirit" remains core and is embedded in the fabric of the School as we strive to encourage our students to embrace and fulfill the talents with which they have been blessed. It is our aim that our students develop these talents and become great contributors to the region and beyond.

CHILD SAFETY STATEMENT AND REQUIREMENTS

Esperance Anglican Community School (EACS) is committed to the safety and wellbeing of all children and young people. EACS has zero tolerance for child abuse.

Every person employed at EACS has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

All employees will be required to sign a Staff Code of Conduct which articulates their role and responsibility as a staff member; to keep all children safe.

All non-teaching staff will be required to provide a Nationally Coordinated Criminal History Check (NCCHC), renewed every three years and be a current and ongoing holder of a Working with Children Check.

THE ROLE

The Boarding House Supervisor plays a key role in supporting the wellbeing, development, and day-to-day care of students within the boarding environment. This position contributes to creating a safe, supportive, and structured residential community where students can thrive academically, socially, and emotionally.

The Boarding House Supervisor works under the direction of the Head of Boarding and collaborates with teaching and support staff to ensure a positive and nurturing boarding experience. Flexible working hours, including evenings and weekends will be required.



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SPECIFIC RESPONSIBILITIES

Student Wellbeing & Pastoral Care:

- Monitor and promote students' health, wellbeing, and emotional development.
- Foster a supportive and inclusive boarding environment.
- Always act as a positive role model for students.
- Encourage respectful relationships and social integration among students.

Supervision & Duty of Care:

- Supervise students during boarding hours, including meal and prep time.
- Maintain appropriate standards of behaviour in line with school policies.
- Ensure student safety and respond appropriately to incidents or concerns.
- Assist in emergency situations, including medical or welfare needs.

Academic Support:

- Support students' academic progress through active involvement in supervised study ("prep").
- Encourage positive study habits and organisation.

Boarding House Operations:

- Assist in maintaining a clean, safe, and homely boarding environment.
- Monitor facilities and report maintenance or safety issues.
- Complete attendance records and required documentation (e.g. REACH).

Student Development & Engagement:

- Support student leadership and personal development within the boarding house.
- Encourage participation in co-curricular and school activities.
- Facilitate opportunities for students' interests and talents to develop.

Health & Safety Compliance:

- Adhere to child safety, wellbeing, and safeguarding requirements.
- Follow all school policies relating to behaviour management, anti-bullying, and student safety.
- Ensure compliance with Work Health and Safety requirements within the boarding environment.

Team Collaboration:

- Work collaboratively with the Head of Boarding and wider school staff.
- Communicate effectively regarding student wellbeing and behavioural matters.
- Participate in staff meetings, briefings, and training sessions.

Professional Responsibilities:

- Engage in ongoing professional development.
- Maintain awareness of mandatory reporting and legal obligations.
- Undertake other reasonable duties as directed by the Principal or delegate.



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POSITION REQUIREMENTS

The School is seeking a Boarding House Supervisor who can demonstrate:

- Strong understanding of student wellbeing and pastoral care practices.
- Ability to manage and supervise groups of students effectively.
- Excellent interpersonal and communication skills.
- Ability to respond calmly and appropriately in challenging situations.
- Willingness to work flexible hours, including evenings and weekends.
- Commitment to child safety and wellbeing.
- Experience working with young people in a residential, educational, or care setting (preferred but not essential).

This role is integral to ensuring a safe, supportive, and positive boarding experience for students. The Boarding House Supervisor should demonstrate reliability, empathy, professionalism, and a commitment to student wellbeing.

GENERAL REQUIREMENTS

The School strives for excellent standards in all areas and each staff member is required to:

- Understand and support the Mission, Vision and Ethos of AngliSchools and Esperance Anglican Community School.
- Maintain professional confidentiality concerning student and/or staff information.
- Work cooperatively with all staff members and fully support the Principal, Executive Team and activities of the school.
- Serve as a good ambassador of the School.
- Be aware of and comply with the School's Code of Conduct and other policies and procedures relevant to the role.
- Apply Work Health and Safety requirements in the workplace.
- Ensure all staff, students, parents and external stakeholders are provided with a quality service in a professional, efficient, and friendly manner.
- Strive to implement productivity, quality, and service improvements on a continual basis.
- Attend and contribute to meetings of whole staff and smaller groups when required.
- Be proactive in sourcing and engaging in on-going personal professional development in line with the School's professional development policy and budgets.
- Be actively involved in the School's Staff Appraisal Program.
- Openly, honestly and appropriately discuss work issues within the school context, while ensuring strict professional confidentiality when mixing with the general community.
- Undertake other duties as required and directed by the Principal or Principal's delegate.



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ACKNOWLEDGEMENT

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Principal's Signature

Date

BOARDING HOUSE SUPERVISOR

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that I may be required to undertake varied or additional duties and responsibilities, within capabilities, from time to time to meet business requirements that are not detailed here.

Name

Signature

Date