



CARMEL
ADVENTIST COLLEGE

BOARDING HOUSE SUPERVISOR

Seventh-day Adventist Schools (Western Australia) Limited is seeking to find a passionate and enthusiastic full-time Boarding House Supervisor at Carmel Adventist College Secondary. This is a full-time, fixed-term 12-month contract position for 2025, with the possibility for extension into 2026 after review.

Applications Close: 01 November 2024

Salary Range: \$60,931 per annum (Level 4.1), plus superannuation

The boarding house supervisor will be responsible for the welfare and supervision of boarding students in Years 7 to 12 in the boarding house, during meals, in supervised study times, and on out-of-school activities. You will also need to attend to some office duties and report to the Boarding House Manager.

Located 27km east of the Perth CBD, Carmel Adventist College Secondary has a Years 7 to 12 enrolment of approximately 196 students and provides a family atmosphere where students have close and supportive contact with their teachers and peers. Students are provided with an education that is personal, nurturing and targeted towards developing their individual abilities. To learn more about the school, please visit the website.

APPLICATION REQUIREMENTS

The successful applicant will have:

- a personal faith and commitment to Jesus Christ and a lifestyle consistent with that faith, including an active commitment to the Seventh-day Adventist Church;
- a recent National Police Certificate;
- the ability to comply with the school's code of conduct, as well as, WHS requirements
- a driver's license
- child safety training (provided by the school);
- a First Aid Certificate Training (provided by the school);
- professional learning (five hours Boarding Induction and 20 hours throughout the year); and
- experience raising or working with teenagers (desirable).

Benefits package inclusions:

- accommodation flat (exclusive use, rent free);
- 10 weeks leave (two weeks at the end of each term and four weeks at the year end);
- all meals provided during school terms;
- paid mileage for school-related driving in personal vehicle;
- 30% discount on school fees (if applicable); and
- (optional) sponsorship for industry recognised training through the Australian Boarding Schools Association Training Academy.

Rostered shifts:

- Sunday: 5pm to 10.15pm
- Monday to Thursday: 7am to 9am, and 4.30pm to 10.15pm
- Friday: 7am to 9am
- Weekend break from 9am Friday to 5pm Sunday.

Carmel Adventist College is committed to child safety by providing a safe culture, safe operations and a safe environment. The successful applicant must obtain a valid Working With Children Check prior to the commencement of employment.

Only those with a legal right to work in Australia may apply, and the appointing body reserves the right to fill this position at its discretion and to close applications early.

EXPRESSIONS OF INTEREST

Appropriately qualified and experienced individuals are invited to apply by sending a cover letter, curriculum vitae, professional and faith references to the Principal, Mr Brad Flynn:

brad.flynn@cac.wa.edu.au

JOB DESCRIPTION**1. Reveal Jesus**

- “Reveal Jesus” in your words and actions with the goal of enabling each student to flourish in all aspects of their lives. (BH)
- Demonstrate and model the values of Carmel Adventist College: respect, responsibility, effort, compassion, service, integrity, resilience, humility, discernment, hope and justice. (BH)

2. Welcome and Help Boarders Integrate

- Integrate new and existing boarders into the boarding community (BP1.1).
- Explain boarding program policies, procedures, expectations, and consequences to boarders (BP1.1).
- Follow guidelines outlined in the Disability Discrimination Policy (BP13.1).

3. Support Boarders’ Growth and Learning

- Promote and support the academic development of boarders (BP10.2). Understand academic assistance policies, direct boarders to resources (BP10.1) and enforce policies regarding boarder academic development (BP10.3).
- Support spiritual growth of boarders through:
 - facilitating daily worship times together,
 - offering prayer,
 - taking boarders to church and
 - helping boarders engage in other spiritual activities/events together. (BH)

4. Prioritise Health

- Follow health policies and procedures (BP7.3).

- Prioritize boarder well-being in case of injury or illness (BP6.1), notify parents/guardians promptly (BP6.2) and arrange safe transport for boarders when required (BP6.3).
- Promote healthy and safe food practices (BP8.1) by following food preparation and handling guidelines (BP8.2) and ensuring compliance with Australia New Zealand Food Standards (BP8.4).

5. Prioritise Safety and Wellbeing

- Promote a healthy and safe environment within the Boarding House (BP7.1) by taking steps to ensure boarder safety and well-being (BP5.2) and secure or isolate hazardous situations (if safe to do so) (BP2.2).
- Comply with staff health, safety, and wellbeing policies and procedures (BP14.1, BP5.1) and report health, safety, or wellbeing incidents to the Head of Boarding (BP14.3).
- Support boarder safety education initiatives (including active roles as required) (BP5.4).
- Follow policies regarding privacy, security, and inspections (BP11.1).

6. Seek Boarder Feedback and Contribution

- Understand boarder contribution policies and procedures (BP4.1).
- Promote opportunities for boarder involvement (BP4.2) and respond positively to boarder contributions (BP4.3).
- Record and consider all received boarder contributions (BP4.4).

7. Boarder Activities

- Follow boarder activity schedules (considering age group variations) (BP9.1-2).
- Help facilitate access to age-appropriate programs, facilities, and resources (BP9.4).
- Ensure all participants are safe during activities (BP9.6) and have permission to participate at that level (e.g. shopping leave).
- Ensure boarders have permission for leaving school premises (BP12.1). Follow correct hand-over procedures (e.g. check ID of person collecting student) and ensure REACH location status is updated for the boarder.

8. Ensure a Safe and Clean Environment

- Be aware of facilities and infrastructure requirements and report breaches to Boarding House management (BP15.1).
- Support and implement facilities policies and procedures (BP15.2).
- Ensure respectful care of facilities (BP15.3).
- Remind students of their responsibility to keep themselves, room, and clothes clean and tidy (BH).

9. Communication and Teamwork

- Report any absences of boarders to Boarding House management (BP9.3).
- Report critical incidents to the Head of Boarding (BP2.3).
- Follow financial guidelines and policies (BP3.1), be courteous and professional (BP3.1) when assisting financial team with requests (BP3.2).
- Follow the record-keeping procedures to ensure information is shared with the relevant personnel, such as:
 - Pastoral Reports – note behaviour (positive and negative), administering medication and dressings.
 - Roll Calls – at the start and end of shifts, and the beginning and end of activities.

- Leave Forms – entered and updated.
- End of Shift Reports.
- Use Boarding Phone to communicate with staff, parents and students during shifts and return to / collect from Reception at the start / end of each school day.
- Use Boarding Phone (not personal phone) to take photos of boarders during activities to share with parents and the community. Only take photos of students that have permission to have their photos taken / shared.

Carmel Adventist College is committed to your professional learning and growth and **will provide training** so that you can:

- Access the Australian Boarding School Association - Training Academy resources to help you flourish as a boarding team member. Certificate courses are available.
- Maintain first aid and CPR certifications (BP7.2).
- Participate in health, child safety, food safety, and wellbeing training (BP5.3, BP8.2 & BP14.2).
- Participate in emergency response training and drills (BP2.1).
- Use REACH as the Boarding Program's communication and record-keeping tool.
- Participate in annual food review processes (BP8.3).
- (optional) Get lessons and receive your Bus License (HR).
- (optional) Achieve a Bronze Medallion Lifesaving qualification for water supervision/safety.