



St Augustine's COLLEGE

BOARDING TUTOR POSITION DESCRIPTION

POSITION TITLE:	Boarding Tutor
SECTION:	St Augustine's College, Parramatta Park
REPORTS TO:	The Principal
CLASSIFICATION:	Remuneration in accordance with the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland</i> (Available at www.cns.catholic.edu.au)
AUTHORISATION:	Executive Director

CATHOLIC EDUCATION SERVICES – DIOCESE OF CAIRNS

Catholic Education Services in the Diocese of Cairns is a dynamic and growing organisation that is actively inviting schools to co-create with us, schools that are places of rich learning for now and into the 22nd Century.

Our vision is to *offer every student in every school a world class education enriched by their lived encounter with the Catholic Faith.*

Catholic Education Services is committed to this vision through Co-Leadership with schools to build communities of learning that provide a safe, nurturing and academically challenging environment. Our schools are places where we create opportunities for every student and every staff member so that they are inspired to contribute to our society, innovate, explore possibilities, and achieve excellence.

Catholic Education Services in the Diocese of Cairns embraces thirty (30) schools including twenty (20) primary schools, two (2) Prep to Year 12 colleges and eight (8) secondary colleges. One of these colleges is a Special Assistance College with campuses in Cairns, Cooktown, and Edmonton. This community also includes Catholic Education Services located in Cairns itself. Over the next five years there are two new schools planned.

All schools and colleges, except three, are within a two-hour drive of Cairns. Cooktown, Waibeni Island (Thursday Island) and Weipa are accessed by daily flights and located in some of the most beautiful parts of the country. In total, there are 11 500 students and 1500 staff.

Leadership and strategic management of Catholic Education Services is the responsibility of the Executive Director of Catholic Education. Through a team of professionals, and in Co-Leadership with principals, the Executive Director manages and facilitates a number of significant delegations which include:

- Support of the mission of the Church as delivered through Catholic Education
- Support of schools by providing services that strengthen school capacity
- Provision of leadership and forward planning to develop organisational capability
- Distribution to schools of government allocated funds and their accountability
- Monitoring quality of schools and compliance/accountability with requirements of governments, Church, and parents
- Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach

Our staff are supported to experience success and satisfaction in their vital role.

Cairns also offers many lifestyle opportunities that can be found in few other places and is surrounded by World Heritage listed areas including the Great Barrier Reef and the Daintree Rainforest, all within an hour's journey from the growing City of Cairns. It is the gateway to our Asian neighbours with direct flights to China, Japan and Singapore as well as having direct flights to all the east coast capital cities, Darwin, and Queensland's Sunshine and Gold Coasts.

ABOUT ST AUGUSTINE'S COLLEGE

As a Catholic College for boys (Year 7 – Year 12) in the Marist tradition, the Gospel is at the heart of all we do. Everyday moments of prayer, reflection and peacefulness in the light of the Gospel have a formative influence on the culture of our College. We consciously seek to adopt St Marcellin Champagnat's vision that "to educate young people, you must love them, and love them all equally". It is from this vision together with the defining characteristics of Marist Education - Presence, Simplicity, Family Spirit, Love of Work, and In the Way of Mary that our distinct culture is shaped. We aim to be close to the most vulnerable and accompany our students in their development as good Christians and good citizens.

The Boarding Supervisor at St Augustine's College has an indispensable role to play in supporting and promoting the mission and goals of the College where faith and educational excellence are reconciled. It is important that staff see themselves as being in cooperative partnership with parents and the Catholic Community and seek to support the Marist Charism in dynamic ways. The young people in our care should develop skills in building positive relationships based on those modelled by College staff. Teaching practices at St Augustine's College are focused on the continual development and enrichment of the educational experiences and outcomes for all students as they develop into young men with 'strong minds' and 'gentle hearts'.

ACCOUNTABLE TO:	Principal
COMMUNICATING WITH:	Director of Boarding Heads of Residence Staff of St Augustine's & St Monica's
CLASSIFICATION:	Boarding House Supervision Staff

PURPOSE OF THE ROLE

St Augustine's College is a secondary college that has approximately 800 students with a combination of boarders and day students. The boarding school is a co-educational program with 100 boys and 75 girls in residence.

To support the boarding study and homework program, we are seeking motivated and appropriately skilled **Tutors, to assist students in their daily study program, with an emphasis on the core subjects delivered in high school.** An aspect of the tutoring program is to implement reading intervention to individuals and small groups, using a combination of approaches including Guided Reading and MaqLit. The Tutor must demonstrate a sound level of literacy competency involving the application of knowledge and skills to deliver the intervention. Duties are performed under routine supervision, which is delivered in the nightly study program for boarders, and are closely monitored by the Heads of Residences at the college.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Typical duties performed may include, but are not limited to:

- Assist students with nightly homework and study program, through either individual or group intervention, under routine supervision of a Head of Residence and/or Boarding Supervisor.
- Perform within well-established routines, administrative tasks associated with the delivery of the nightly boarding study program.
- Under direct and/or routine supervision, perform tasks of sound complexity, associated with the study program, such as preparing, implementing and supervising intervention.
- Provide support to students which is responsive to their learning needs.
- Maintain appropriate behaviours when engaging with children.
- Any other tasks as directed by the Principal or Director of Boarding

GENUINE OCCUPATIONAL REQUIREMENTS

- Accountable and responsible for ensuring professional behaviour
- Facilitate the prevention of child harm by recognising and responding appropriately
- Ability to cope with own emotions and behaviour effectively
- Ability to comply with legislation and professional regulations to reduce the risk of harm to self and others
- Ability to maintain an appropriate level of confidentiality
- Ability to communicate in English both verbally and in writing to meet necessary standards with respect to clarity, accuracy and professionalism appropriate to the position
- Ability to locate appropriate and relevant information from multiple sources and convey, integrate and implement knowledge in practice
- Ability to prioritise workloads and manage multiple tasks with competing timelines
- Ability to accept responsibility for own work

Physical requirements of the position:

- Work is undertaken in the college classrooms, and on some occasions in residence as directed by the Heads of Residences.
- Manoeuvring within the school environment appropriate to the position
- Work environment involves moving from one classroom to another when rotating through the various year levels.

MANDATORY QUALIFICATIONS AND REQUIREMENTS

- Unless an exemption applies all staff are required to hold a current Working With Children Blue Card or be eligible to apply
- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education
- Current First Aid and CPR
- Promote Child Safety at all times.

RELATED DOCUMENTS

- Statement of Principles for Employment in Catholic Education
- Code of Conduct for Employees of Catholic Education
- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland

ADDITIONAL INFORMATION

The incumbent will need:

- An in-depth understanding of and commitment to the mission and objectives of Catholic Education in the Diocese of Cairns
- A sound working knowledge of the Catholic Education context and an appreciation for Catholic Education issues.

EMPLOYEE ACCEPTANCE

The employee's signature signifies an understanding and acceptance that the content contained herein and forms an integral part of their employment terms and conditions.

I have read and acknowledge receipt of this Position Description:

Employee Name: _____

Signature: _____ **Date:** _____